

Your resume and Spam filters

What is a Spam filter ?

Spam filter is software that decides if an email is a Spam email or a genuine email. Spam is email that is sent by people trying to sell all kinds of things. Without the authorisation of the recipients.

How will this affect you in your job hunt ?

If you apply for a job and send a [CV](#) or [resume by email](#). This email has to pass through the spam filters, which can decide that your application is spam email.

You will never know that an email you sent was classified as Spam email. So All you do is follow these brief tips and contact the recipient of your email to check if the email has arrived safely. You could also send the resume via [snail mail](#).

How can you avoid your resume to be classified as spam ?

In the Message Subject line

- Avoid punctuation
- Avoid the word free
- Avoid all caps

In the Message Body

- Avoid the usual subjects of spam mail which include pharmaceuticals , mortgages
- Includes the text '4176'
- Avoid HTML Format
- Avoid Colour HTML Format
- Do not send your resume as an attachment
- Do not send your resume as a zipped attachment
- Send your resume in [text format](#)

Avoid the phrases

- list
- removal unsubscribe
- click here / now / below
- million dollars
- money back guarantee
- while supplies last
- while you sleep
- compliance with Spam regulations or with US Senate Bill 1618 or House Bill
- free

More about Spam & Resumes:

[Spam Filtering](#)

[SpamAssassin's test list](#)

[Resume - 10 Tips](#)

Posting your Resume

There are two ways to go about searching for a new job. You can either look for employers who have job vacancies or you can make it easier for employers to find you. To do this you need to post your resume on the web. The best place to start is on job sites that are directly related to your field of employment as that's where employers are most likely to start their search for potential candidates.

- Job Banks
- Specific Job Banks
- Recruiters
- Employment Agencies

There are several types of recruitment and employment agencies: regional, local and those specific to particular careers. It is important to make a list of where you have posted your resume along with any login names and passwords you have used. However, before posting your resume online, consider the following two issues: Your present employer can discover you are looking for a new job, and people will have access to personal details that can be used in identity theft and similar.

It's best to have your resume available in different formats such as pdf and html. Read our article on preparing your resume in different formats.

- [HTML Resume](#)
- [Text Resme](#)
- [Email Resume](#)

When posting your resumes on the internet, your standard MS Word formatted resume will not suffice. You will also need your resume formatted as a pdf file, a html file and have a text version available. Although this is not vital for your job search, it will certainly help you reach a wider audience, become more organised, give a more professional impression with your resume, get an edge over the other candidates, and prospective employers will immediately notice they are dealing with an organised, professional person.

You need these formats mainly when looking for jobs on the internet. If you are doing your job search the 'old fashioned way', your word formatted resume will probably be enough.

What type of resume do you need ?

- You will need a resume that can easily be printed and used to send via snail mail. This version can contain any formatting that will make your resume more easily read, such as the use of bold fonts, italics and similar.
- Resumes are sometimes directly scanned into a database - it's therefore important you have a version that can easily be scanned. This would be the same as the print formatted resume but without the use of bold, italics and similar. These databases are used to match employees with job candidate. Learn more about scannable CV's and resume keywords.
- A text version. A text version is very hard when you need to post your resume in online forms.
- A modified text version that is used to send emails

These different formats of your resume are all the same but saved in different formats.

Other Articles:

[Posting your resume on the Internet](#)

Text Format Resume

Several online recruitment websites have forms that allow you to build your resume automatically. Resume experts do not recommend the use of this type of service.

Why Not?:

- You cannot use a spell checker.
- You cannot choose your resume style.
- You cannot review it easily.
- It's time consuming to do this for every job recruitment site.

As an alternative to using their 'piece by piece' resume forms, career websites generally allow you to enter your resume in text format. This is where you'll find it handy to have such a format at hand.

To create a text only resume, open your document editor (example : Microsoft Word).

- 1) Click on the file menu,
- 2) Choose the save as type option and
- 3) Choose the plain text version.

After you have created the initial draft of your text resume, open notepad and edit your text resume.

Text Resume Tips :

- Use capital letters instead of bold fonts.
- Use the * symbol instead of bullet points.
- Avoid using curly brackets - use single or double quotes instead.
- Omit all hard returns. This has to be done throughout your entire CV or Resume. Do not use hard returns in the middle of a paragraph. This means do not press the enter key unless you have finished typing the paragraph. To help you with you this, choose the menu format and the option 'word wrap'.
- Send the resume by email to your self before sending it to a potential employer. That way you can see how the email software will display it and you'll have the chance to improve any mistakes.

[ASCII text Resume](#)

Creating a Digital Resume

http://www.ischool.utexas.edu/technology/tutorials/webdev/digital_resume/intro.html

Introduction & Objectives

This tutorial provides basic instruction on how to create an online resume and tailoring your personal information for the world of electronic communication. This is not a "how-to-write-a-resume" handout. For more information on developing an effective resume, see [Resources for Resume & Cover Letter Assistance](#) from the [Career Services Center](#).

This tutorial assumes that you:

1. have a current MS Word version of your resume
2. know HTML document structure and basic tags
3. have created a 'public_html' directory in your School of Information server space
4. know how to transfer files to and from your School of Information server space

Objectives

- Create PDF, text-only and HTML versions of your resume
- Link HTML resume to MS Word, PDF and text-only versions
- Upload MS Word, PDF, text-only and HTML resumes to your School of Information server space
- Link your resume to the School of Information Career Center Web page
- Review privacy and safety issues in Web publishing

Introduction

Though the content of your resume remains the same whether you send it by post, e-mail, fax, or put it on the WWW, you will need to put your resume into several distinct formats. This tutorial will walk you step-by-step through the process of converting your MS Word resume into PDF, text-only and HTML versions.

MS Word format - a text file that can be viewed using Microsoft Word

PDF - Portable Document Format - a downloadable file that is viewed using Adobe Acrobat Reader

Text-only or Simple Text - a "scannable" document used when applying for jobs by e-mail or submitting your resume via a form on the Web

HTML - a resume that is formatted for the WWW. It can be hyperlinked to companies where you've worked, websites you've designed or contain email links to your references.

Why so many versions?

You never know what the employer's preference might be. Having multiple versions of your resume on the Web insures that the version your potential employer prefers will be available. Before you begin, have a look at the final product of this tutorial - an [HTML Resume with links to MS Word, text-only and PDF formatted resumes](#).

Setting up your public_html directory

1. Log into your School of Information account on login.ischool.utexas.edu.
2. Create a "public_html" subdirectory under your home directory.

Type at the bash\$

```
mkdir public_html
```

press enter

3. Then make sure that it is world-accessible.

Type at the bash\$

```
chmod 755 public_html
```

press enter

4. You are finished. Now to exit:

Type at the bash\$

```
exit
```

press enter

Microsoft Word Resume on the Web

Begin by saving and renaming your MS Word formatted resume. You will then upload this version of your resume to your public_html folder.

1. Open the MS Word version of your resume.
2. From the File menu, select "Save As"
3. In the "Save As" Box - enter:
 - a. File name: yourlastname
(use all lowercase letters, as UNIX is case-sensitive)
 - b. Save as type: Select "Word document"
 - c. Click "Save"
3. Upload yourlastname.doc to your public_html folder

Adobe PDF Resume on the Web

Next, save your MS Word formatted resume as an Adobe PDF file and upload your PDF resume to your public_html folder. Acrobat is an excellent program for electronic resumes. PDF will ensure that your resume maintains its proper format and pagination, and it will be half the size of a Word file.

Converting MS Word to PDF:

1. Open the Word version of your resume
2. Click on the "Convert to Adobe PDF" button on your formatting tool bar*
3. In the "Save PDF file" Box, enter:
 - a. File name: yourlastname
 - b. Save as type: Select "PDF files"
 4. Click "Save"
 5. Upload yourlastname.pdf to your public_html folder

*If there is no "Convert to Adobe PDF" button on your formatting tool bar:

1. Open the MS Word version of your resume
2. From the File Menu, Select Print
3. In the "Print" Box, enter:
 - a) Name: Acrobat Distiller

Click "OK"

"Save PDF file" Box - enter:

a) File name: yourlastname

(use all lowercase letters, as UNIX is case-sensitive)

b) Save as type: Select "PDF files"

Click "Save"

3. Upload yourlastname.pdf to your public_html folder

Text Only/Simple Text Resume on the Web

This is a resume that an employer can physically scan into a resume database to be retrieved later by computer. Scannable resumes contain no extra formatting - no bullets, no italics, no bold, no underlining, no fancy fonts and no tabbed columns. Optical character recognition (OCR) programs have come a long way, but formatting can still increase the possibility of OCR error. Keep in mind that once the search engine has located a resume that meets the keyword requirements, human eyes will read it. Make sure your text-only resume is both computer and people friendly.

Include a Keyword section

Resumes are retrieved from databases using keyword searches, so your scannable resume should contain a keyword section just below your objective. Under the heading of "SKILLS," put an entire section with nothing but keywords. Keywords include every program you have used, every language you know, and all the job skills you possess. Research the positions you want and compile a list of the words you see repeated in the ads.

Saving Word as text-only:

1. Open your MS Word resume.

2. From the File menu, select "Save As"

Enter:

a. File name: yourlastname

b. Save as type: Select "Text only"

3. Click "Save"

4. Add a "skills" or keyword section and format as necessary

5. Double check your text only resume

a. Copy and Paste your entire document into a test e-mail message - DO NOT SEND AS AN ATTACHMENT

b. Send a copy of this test e-mail message to yourself and to a friend who uses a different e-mail program to check formatting.

6. Upload yourlastname.txt to your public_html folder

[Sample Text-only resume](#) - not pretty, but scannable.

Tips for formatting your text-only resume:

1. Always put your email address and the date on your resume.

2. Use 10-14 point common sans serif fonts, such as Helvetica, Verdana or Arial.

3. Do not use bullets, boldfacing, underscoring, tabs or italics.

4. Use asterisks or hyphens, if you wish, but make sure they are separated from any words by a space.

5. Avoid slashes ("design/develop").

6. Use left justification for everything.

7. Use all caps strategically by using them where you would use bold on a traditional resume such as for headings, job titles, etc.
8. Double space your resume for greater readability.
9. Your name should be the first line of your resume.
10. If your scannable resume is longer than one page, put your name at the top of the second page on a separate line.
11. Each line of your address should occupy a separate line.
12. If you are listing two addresses (such as "College Address" and "Permanent Address"), list one below the other, rather than one address on the left and one on the right (text is read by a computer across the page).
13. Category headings ("EDUCATION," "EXPERIENCE," etc.) should occupy their own line.
14. Don't put parentheses around an area code, as some scanners have trouble reading them correctly.
15. Avoid complex layouts, tables or columns.

HTML Resume for the Web

An HTML resume offers several advantages:

- it can be hyperlinked
- it can be searched by web crawlers
- it can link to your MS Word, PDF and text-only versions of your resume, providing employers with three print-friendly versions of your resume

There are three ways you can create an HTML resume:

- Save your Microsoft Word resume as HTML
- Use one of the many WYSIWIG (pronounced Wizzy-wig: What You See Is What You Get) HTML editors available
- Code your own HTML resume - which is much easier than it sounds

Many serious Web page programmers (professional and otherwise) use a combination of the two methods. HTML coding does offer some advantages. It is cheap; all you need is a text editor like Notepad or SimpleText. It offers ultimate control, which can result in smaller, more flexible pages. On the other hand, using a Web page editor such as Dreamweaver can be faster for some tasks, and it doesn't require an extensive knowledge of HTML. However, many editors create overly large HTML code that will make your page take longer to download, and the code may not work with all browsers.

A combination approach is the most flexible. HTML knowledge can make you more productive in any editor, plus troubleshooting pages (why doesn't it look the way I want it to?) becomes much easier. Also, it will allow you to implement features in your pages that your favorite editor may not support.

Saving your MS Word resume as HTML:

- 1) Open your original MS Word resume.
- 2) Create hyperlinks to your MS Word, Text-only and PDF versions of your resume.

MS Word hyperlink

- a. Near the top of your MS Word resume, type the following:
MS Word
- b. Highlight MS Word, right click and select "Hyperlink"
- c. Link text to yourlastname.doc

PDF hyperlink

- a. Near the top of your MS Word resume, type the following:

PDF

b. Highlight PDF, right click and select "Hyperlink"

c. Link text to yourlastname.pdf

Text-only hyperlink

a. Near the top of your MS Word resume, type the following:

Text-only

b. Highlight Text-only, right click and select "Hyperlink"

c. Link text to yourlastname.txt

Use this same method to create hyperlinks from your resume to the Web sites of former employers, universities or other Web pages you have created.

3) When you are finished creating hyperlinks, from the File menu, select "Save As Web Page."

Enter:

a. File name: yourlastname

b. Save as type: Select "Web page"

Click "Save."

4) Double check your HTML resume by double-clicking on the new yourlastname.htm icon.

5) If you are satisfied with the appearance, upload yourlastname.htm to your public_html folder.

[Check your work - here's what your final resume should look like.](#)

Link your Resume to the School of Information Career Center

The School of Information Career Services Office provides the opportunity for students and alumni to place their resumes on the Web.

- • Your resume is your representation to the potential employer; it should be error free and present your education, experience, and skills so it answers the question, "What can you do for me now?"
- • Your resume should only have your name and e-mail address on it. Mailing addresses and telephone numbers can be exchanged once you have identified the inquiry is from a legitimate employer.
- • Resumes that are for IS or Web-based positions should reflect your understanding of the latest technology.
- • For Web-based positions, links to examples of your work are excellent - but make certain the examples reflect quality work.
- • Resume links will be posted on the School of Information Résumé Website while attending school and for an additional three months following graduation. Another three months will be granted upon written request (e-mail or snail mail).
- • Alumni may post resumes for up to three months upon specific written request (e-mail or snail mail).
- • Resumes are listed in the "Employers" section, under "Review Student Resumes."
- School of Information students/alumni may request links to their résumé by submitting the following to careers@ischool.utexas.edu:
 - Information to Submit:
 - • Name (as it will appear)
 - • Date of graduation (Month/Year) from School of Information, The University of Texas at Austin
 - • Degree (MLIS/MSIS/PhD)
 - • Major category of interest from list below (may have more than one category and may add subcategory, such as Special Library, Medical)
 - • URL of your online resume. (By keeping your résumé in a directory you control, you can update it whenever necessary. If you do not have a server for your resume, you may send it as an attachment in html, word, text, and/or .pdf formats.)

- Categories of Interest:

- * Academic Libraries
- * Archives
- * E-Commerce Development
- * Information Center Management
- * Information Systems Design & Management
- * K-12 Libraries
- * Library Technical Services
- * Preservation & Conservation
- * Public Libraries
- * Special Libraries
- * World-Wide Web Development
- * Information Science

Your online resume entry will be entered under each category you indicate in the following format: name, degree, date of graduation, format of resume link (MS Word, Adobe .pdf, text, etc.), and the date the resume link was posted. The following is an example of a resume entry:

Jonathan B. Student, MLIS, May 2002, Format: HTML, MS Word, Adobe .pdf, text (Oct 24, 2001)

Click here to go directly to the School of Information Career Center page

[Resume Posting Service.](#)

HTML Resume

This kind of resume is especially useful for [contractors resume](#) or [self employed resume](#). People who work on a project by project basis usually upload their resume as part of their website to enable their clients to learn more about them. Another area where a html resume is useful is when some of your work is online and you would like to include links to it in your resume.

Building your html resume is not as difficult as it sounds. HTML is relatively easy to understand and there are lots of very cheap software programmes available to help you. You can use tables, bold, italics in the HTML version of your resume, just like in your printable version. The same rules for resume building apply - keep it short. However, in an online resume you do not have space limitations - you can be creative and create a non-standard resume where each section has links to more details on that section.

Keep your resume as professional as possible. Even if it is tempting to link to your personal website, this will reduce the professional appeal of your HTML resume.

Further Reading on HTML Resumes :

- [HTML Resume for the Web](#)
- [Convert Your Resume to HTML Format](#)
- [HTML Resumes](#)
- [Learn Html](#)

Protecting your Personal Information Online

When you send your resume to an employer, you know who sees the information you put in it. However, if you post your resume on a Web page, you have no control over whoever sees or

uses your personal information. The following guidelines provide recommendations for posting private information in a public forum:

1. Consider password protecting your Web page so that only those who have your permission can view it. For information on protecting a Web page, and instructions on setting up Web protection, see [Password Protecting your Web Page](#).
2. Whether or not you protect your online résumé, try to limit the amount of personal information you provide. If possible, include your e-mail address but no other personal contact information. If you need to provide a mailing address, use a University box number or other post office address. Avoid posting your home phone number and street address.
3. Never post personal data such as your Social Security number, date of birth, mother's maiden name, or other similar information. Remember, someone could use that information to pretend to be you or to gain access to your bank account, credit card, or other personal accounts.
4. Never post passwords, PIN numbers, credit card numbers, access codes, or other secure information. Be aware that anyone can view and copy information or pictures you post on the Web and use them in any manner they choose.
5. If someone who found your e-mail or mailing address online contacts you, be very careful. Before you give out any information, make sure you know to whom you are responding. Confirm that the firms they say they represent employ them. Watch out for communications that ask for more personal information, such as social security number or date of birth.

Conclusion

One final tip:

Don't name your resume file resume.doc, resume.pdf, resume.txt or resume.html! Employers and agencies have to deal with numerous files. The standard convention is to use your first initial, last name and the file extension. For example: kchioco.doc, kchioco.pdf, kchioco.txt or kchioco.html.

References:

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<http://www.utexas.edu/learn/pub/html.html>

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Sending your Resume by Email

The same rules for a [cover letter](#) or a resume apply to an Email. You have limited time in which to grab the reader's attention. In order to have served its purpose, a response to a job advertisement has to be: opened, read and saved.

Some important resume sending tips:

- Include a relevant subject that describes the email.
- If the email is unsolicited than include, looking for x position.
- It is a good idea to include both your resume and cover letter in the email, In the body of the email include your full personal profile. [Personal Profiles](#).

A cover letter has to be customised for the company you are applying for. A 'general' resume and a general 'cover letter' are not effective. Try to find out the name of the HR manager and do some general [research in view of getting the job](#). Find out more about the company. The more knowledge you have, the better equipped you are to get the job.

Your [text resume](#) has to be in the body of the email. If you attach your resume, chances are the potential employer won't even open it. Send your resume to yourself to see how the text version of your resume is modified by the email software.

If you are applying responding to a specific job advert, read the application instructions and follow them! A surprising number of candidates do not.

[How spam filters can effect you when sending your resume by email.](#)

Further reading on resume by emails : [Sending your resume by email](#)
[Converting your resume for email](#)
[\[pdf\] Email Resume](#)

Snail Mail Resume vs E-Mail Resume

Jobseekers and graduates do most of their job hunting online. This, of course, leads to posting their resumes online in various resume databases and sending their resumes via email. Notice that resumes are always transferred to the recipient by electronic means. This could spell trouble for job seekers who never actually print their resumes. If you are offered a job interview, your resume will be on the interviewers desk, so make sure you print it before you send it! If you do not have a printer, at least view your resume in print preview mode to get an idea of how it will look.

Pay particular attention to margins, fonts and page breaks as they may not have the intended effect.

Resume Marketing & Advertising

In order to get the kind of exposure you need, it's important you post your resume to a variety of resume databases. This has two major effects - your private details will be open to recruiters and employers/employment agencies will be able to access it.

It is important to post your resume to recruiters and other employers but careful not to reach spamming levels. Posting your resume too often won't be beneficial to your job search. Employers looking for jobseekers will quickly notice that you've posted your resume 'everywhere' and may mark you a spammer to be 'removed' or 'banned'. Keep a list of where you have posted your resume and any passwords and user names used. Post your resume on the busiest job sites first and then move on to the smaller services.

Further Reading: [\[ppt\] Marketing Yourself with a Resume Marketing Yourself](#)

Online Resume Privacy

As in our article on

Limiting the number of contact details on your resume is another factor that can help you improve your privacy.

Create a specific email address for the individual job hunt. Include the job hunt email address as the only method of contact change the names of specific employers to generic employer descriptions

Resume databases sort on a number of variables including the posting date so it's worthwhile posting your resume once a month.

When you find a job, remove your resume from all databases. If your resume is still on certain databases, your new employer could find it and believe you are still looking for a job a situation that could lead to disaster.

More articles : [Advice & privacy protection for resume posting](#)

Resume software

Do you prefer hand made china or the mass produced kind? There is something about individual items that gives them an edge over mass produced products, isn't there? Most of the time, even the best resume software cannot replace the individual touch that a real person can give to a resume.

A resume program cannot read the job advert and tune the resume to the job requirements. Resume software cannot actually show that you increased newspaper readership by 15% once your ideas were implemented. It is better to use a professional resume writing service where you deal with real people, or even better, write it yourself. Sometimes, the writing style of a professional writer will give the impression that you are a much better writer than you really are, leading to expectations from the employer that you simply cannot meet.

Employers & recruiters receive thousands of resumes and they are used to seeing resumes created by programs. The candidate is immediately labelled as non- creative and dependent on templates, something that does not reflect well when it comes to attitude and work ethic. Keep your resume based on recent accomplishments related to the job you are applying for. Give real numbers and facts to back your claims.

Resume Software Overuses [Resume action verbs](#) and [keywords](#). These words are important in your resume - they give the whole resume a 'do it' attitude. Your resume, needs a 'raison d'etre'

so your interviewer can justify your employment. Creating the resume yourself gives you the advantage of knowing exactly what is in it. This may sound obvious but in your interview you need to expand and give more details about your previous jobs and achievements.

When creating your resume, you are your best resource!

[Resume Software](#)

Financial Value of a Resume

The financial value of your resume is defined as the increased income that a [well written resume](#) can provide. This can also be measured in the time it takes for you to get a job - time is money and every day without a job is lost revenue. Without a properly crafted resume, it will have taken you far longer to land a job. Most job candidates never understand the true value of a well written resume. A good resume is one that will generate far more interest from interviews than an average resume ever would.

Careless job seekers that do not put enough time and energy into writing their resumes will experience the following:

- More time out of a job leading to loss of income.
- Stress due to rejections.
- More time available to be looking for work.
- Possibly [loss of confidence in your resume](#).

These should be enough to motivate you to make more effort when creating a resume.

Realise that your resume is not the only tool in your job search the [Cover Letter](#) ↦ [Interview](#) are equally important.