Making Your Resume "Scannable"

Many employers use computers to scan the large number of resumes that are sent to them every day. So if you are applying for a job at a large company it is wise to prepare a resume that will both appeal to a human reader **and** be "scannable."

Here are some guidelines:

- Use black ink on white or light-colored paper (for contrast).

- Do not use italic typefaces or underlining.

- Avoid graphics and shading. ("Bullets" and bold face type are fine.)

- Do not fold your resume along a line of text or use staples.

- Include your e-mail address. (If you use a personal e-mail address, make sure it is appropriate for business use.)

- In listing your skills and accomplishments, use the terminology of your field ("key words").

- If you live on campus include the date that you will be leaving VTC so that employers will know when to contact you at college and when to reach you at home.

- Use one of the common typefaces, such as Times New Roman – avoid decorative styles.

- If your resume is more than one page (which is not usually necessary for traditional-age college students), be sure that your name is on every page.

- Use a 12-point font size for text. Headings may be larger.

- Use one-inch margins if possible.