

## **Scannable Format...**

Many organizations now use optical scanners to screen resumes for job-related keywords. A scannable resume has standard fonts, uses crisp, dark type, and offers plenty of facts for the scanner to abstract. To enhance your resume's scannability follow the following suggestions:

- Use white or light-colored paper printed on one side only.
- Provide a laser-printed original.
- Use standard fonts.
- Use large-enough type size (12 to 14 points)
- Avoid fancy treatments like italics and underlining.
- Avoid two-column formats that look like newspapers or newsletters.
- Use plenty of keywords that define skills, experience, education and professional affiliations.
- Detail experience with concrete, active words rather than vague descriptions.
- Use more than one page if necessary.
- Use keywords and acronyms specific to the career objective.

**Scroll to see Example**

MATHEW JONES  
1618 Signal Drive  
Chattanooga, TN 37410  
423-894-2226  
brmjones@utc.edu

Objective: Seeking entry-level Human Resources Management position.

Education: Bachelor of Science in Business Administration/Human Resources  
University of Tennessee at Chattanooga  
Expected graduation: May 2003  
Major GPA: 3.5 Overall GPA: 3.3

Related Courses: Human Resource Management, Compensation Management,  
Government Regulation of HRM, HRM Staffing, Business Statistics

Related Experience: Human Resources Intern XYZ Company, Chattanooga, TN 8/2002 - 1/2002  
Developed Excel program to calculate exit/turnover rates  
Conducted weekly employee orientations explaining company benefits  
Calculated costs associated with proposed benefit changes  
Analyzed compensation survey data to calculate position salary ranges

Other Experience: Server O'Grady's Restaurant, Chattanooga, TN 5/2001 - 8/2002  
Ensured customer satisfaction through prompt, cordial service  
Developed good interpersonal skills and ability to deal with a variety of customers

Loader United Parcel Service, Chattanooga, TN 8/2000 - 5/2001  
Worked 30 hours/week while attending college full-time  
Received three outstanding service evaluations during period of employment

Honors/Activities: Beta Beta Beta Fraternity  
President of 40 member service fraternity - 1999  
Treasurer for \$5k annual budget - 2000  
Coca Cola Essay Contest Winner - 1998  
UTC Rowing Club - 1999, 2000, 2001

Computer Skills: Microsoft Word, Excel, Access, PowerPoint

Interests: Tennis, Rowing, Creative Writing, Music