

Prepare a Plain-Text Resume

Use a plain-text resume when posting online, emailing, and online applications. A Word document may not transfer well, formatting and symbols may change.

Follow these simple steps.

Step 1. Check Keywords

Be sure to include all keywords that define your job qualifications.

Step 2. Save as Plain Text

- Open resume document
- Click **File** and select **Save As**
- Type in a new name in **File Name** box
- Under "Save as type" choose **Plain Text**
- Click **Save**
(if "File Conversion" box appears click OK)
- Close the document

Step 3. Make Changes

- Reopen in Word.
- Delete any reference to page numbers
- Delete any boldface, underlines, or italics. Replace with ALL CAPS to emphasize.
- Replace any bullets with standard keyboard symbols. Examples -, +, *, or **.
- Rearrange text if necessary due to the changes made in plain text.

Step 4. Copy and Paste Away

Your resume is ready to post online! When possible preview on the website before submitting.



KEY

KNOWLEDGE,
EMPLOYMENT,
& YOU!