

## Posting Your Resume in a Job Application Text Box

Today, most job applications are done online. Within the job application, a Text Box is often provided for pasting your Resume into the application. The Resume Text Box allows a computer to do initial screening of your resume. Here are some tips to help you make the most out of this apparently simple process and bring your Resume higher in the stack of applicants.

Always name your Resume file using your Name followed by the word Resume. Example: Bill Smith – Resume.doc. This helps keep your WORD file related to your application should they get separated. Documents named Resume.doc will require the reviewer to open the document to see who it belongs to, taking time and reducing your chances of being looked at for the position.

Open your resume (Bill Smith – Resume.doc) using the appropriate application such as Microsoft Word or free OpenOffice. Open a blank Notepad document. Back in the Resume (Bill Smith – Resume.doc), from the Edit Menu, click Select All and once all of the content is highlighted, again from the Edit Menu, click on Copy. Move to the Notepad window and from the Edit Menu, click Paste. The easy part is complete. Notice that in the Notepad version the formatting has changed and there are several new/strange characters that were not in the MS WORD version. This is because Notepad uses simple ASCII formatting and special characters used in Word such as “, ‘, (), @, and others appear different in Notepad.

Go through your Notepad version of your resume and correct any strange characters that have appeared. Reformat only where necessary to keep the flow correct.

- If you have content in your resume that is in a table, that content may have been rearranged when it was copied to Notepad.
- Content that appeared in a Text Box in your original resume will certainly need to be formatted correctly in Notepad.

Now for the icing on the cake. Since the Resume Text Box on the job application site will probably never be read by a person (you will also attach a Microsoft Word version of your resume that will be read by someone) use this text version to your benefit. Place a section near the top of this Notepad version titled “Keywords.” In this section, place as many descriptors as you can identify that describe you. Use variations of each descriptive word including upper and lower case (e.g., Management, management, Mgmt, etc.) to help receive “hits” from the computer search. These Keywords should be focused on the job for which you are applying and not a general list of terms you use for dissimilar job opportunities. As you read job descriptions, look for descriptors listed in qualifications or requirements and where applicable, include these words in your Keywords.

Finally, Save this Notepad version as a “.txt” file with a title the same as the WORD version. Example: (Bill Smith – Resume.txt) This will help keep these two files together in the Windows Explorer view. When you make a content change to the WORD version, remember to make the same change to the Notepad version.

When you have the opportunity to enter your Resume into a Text Box for a job application, simple open the Notepad version, Select All, Copy and you are ready to Paste your Resume into the Text box with the extra “Keywords.” Review it to ensure that no new special characters were added then proceed with the application.

May God bless your job search.

Job to Joy.US WebMaster