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INTERNET RESUME TIPS RELEASED

Recently, ResumeDoctor.com studied the best practices to ensure an "Internet friendly" resume. Based on the results, ResumeDoctor.com compiled a checklist for electronic resumes:

1. **CONTACT INFO.** Be sure to include your complete contact info on your resume, including email address. Email is the preferred channel of communication for recruiters, so provide them with a professional address that is checked regularly.
2. **FORMATTING ISSUES.** Just because your resume looks great printed out, that does not mean it is easy to read on the computer screen. Most electronic resumes are never printed out, so stay away from fancy fonts, tables, templates, headers, footers, etc.
3. **CUSTOMIZE YOUR RESUME.** Always address the requirements of the employer in your resume. Know what skills and experience a particular employer is looking for, and make those specific areas of your resume stand out. Recruiters receive hundreds of resumes in response to job board postings, so communicate the most relevant information quickly and concisely.
4. **NAMING YOUR RESUME.** Imagine being a recruiter and getting hundreds of resumes per week named: "resume.doc." Make it easier for your reader to locate your resume by naming it: "Smith, John Resume.doc."
5. **PROOF-READ YOUR RESUME.** Resumes with misspelled words, typos and grammatical errors are surprisingly common. Be sure to correct these errors and select "Ignore All" for false alarms, otherwise your reader may be faced with a resume filled with red and green underlines.
6. **FILE FORMAT.** It is imperative that your resume be available in MS Word format. MS Word is the de facto standard in business today, so resist the temptation to send a document as a PDF, Word Perfect format, or compressed in a Zip file. If recruiters cannot open your file easily, they will not read it.

ResumeDoctor.com provides resume-consulting services and FREE resume evaluations for job seekers in all industries at:

<http://www.ResumeDoctor.com/EvaluateResume/EvaluateResume.asp>

ResumeDoctor.com also offers specialized job market expertise and content to media and employers.