

## How to Save a Resume in Plain Text

Some employers will indicate in their job ads how they prefer to receive resumes via email (in the body of an email message or as an email attachment).

Some employers will not accept your resume as a file attachment but require a plain text (.txt) version of your resume. A .txt file does not include formatting, such as special font types, italics, bullets, etc., that may prevent your resume from displaying correctly on another person's computer.

A .txt version of your resume can be copied and pasted into online application forms and email messages.

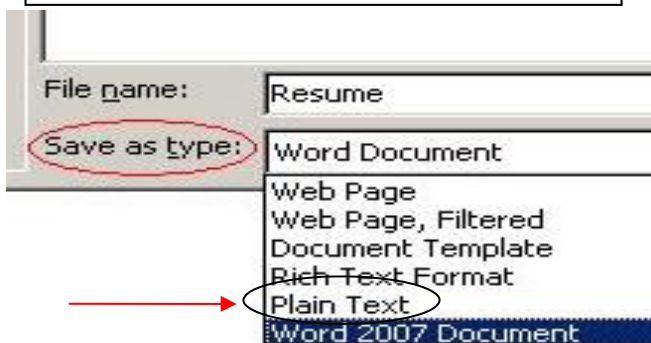
Instructions on saving your resume in a specific file format are below:

### Common Electronic Resume Formats

Word document (.doc)  
Plain Text (.txt)

#### How to choose a file format:

1. After typing document, <CLICK> **File**, **S**ave or **S**ave **A**s from menu bar.
2. In the **File S**ave **i**n box, <CLICK> drop-down arrow to save document in a file (3½ floppy (A:\), E:\, etc.).
3. Ensure document name appears in the **File n**ame area.
4. In the **S**ave **A**s **t**ype area, <CLICK> drop-down arrow to choose File type/format as noted above.



## Tips for Sending a Resume via Email

See the Applying Online handout for help on sending attachments

### Subject

Choose an appropriate subject for your email. Some job search experts suggest including the title of the position you are applying for in the subject line of your message.

### Cover letter

Always type your cover letter into the body of the email message. Use plain text to ensure your message will display correctly on a potential employer's computer. (In other words, do not use bullets, italics, underlining or different font sizes.)

Cover letters sent via email should be brief—usually no more than a few paragraphs. Be sure to spell check and proofread your cover letter before sending your email.

### Signature

You should include your full name and contact information at the end of your email message.

### Resume name

If you decide to send your resume as an email attachment, avoid sending a file named resume (as in *resume.doc*). Employers receive many attachments with only the word “resume” in the file name. Including your first and last name in the file name is one way to set your resume apart from the others.

**NSLD** \* Resume books in the library can be found using the call # 650.14.  
North Suburban Library District

[www.northsuburbanlibrary.org](http://www.northsuburbanlibrary.org)

North Suburban Library/Loves Park  
6340 N. Second St.  
Loves Park, IL 61111 815- 633-4247

North Suburban Library/Roscoe  
5562 Clayton Circle  
Roscoe, IL 61073 815- 623-6266

Updated  
10/09

## HOW TO TYPE A RESUME



### What to include on a resume?

Your resume should tell an employer who you are, how to contact you and what skills you have. It should be as short as possible and focus on what the employer is looking for.

### Practice Template

Use the template below as a starting point to help you decide what information you want to include. For examples of other resume styles, see the books in the Job Center area.

#### Name:

Address, Phone Number, E-mail Address:

**Objective** (Who you are + What skills you have + What job you are looking for):

**Education** (Degree, Date Earned, School, School's Location):

**Experience** (most recent job worked)

Job Title: Job Time Frame:  
Company Name: Company Location:

- Responsibility 1:
- Responsibility 2:
- Responsibility 3:

**Experience** (2nd most recent job worked)

Job Title: Job Time Frame:  
Company Name: Company Location:

- Responsibility 1:
- Responsibility 2:
- Responsibility 3:

**Experience** (3rd most recent job worked)

Job Title: Job Time Frame:  
Company Name: Company Location:

- Responsibility 1:
- Responsibility 2:
- Responsibility 3:

#### Skills:

References available upon request

## Using MS Word to Type a Resume

Click on the MS Word icon on the desktop.

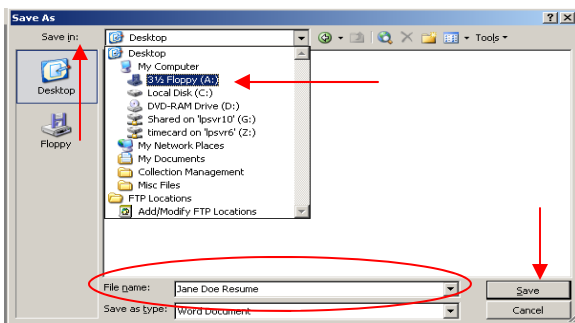
Insert a floppy disk or USB flash drive into the computer. You cannot save documents to the library computers. Once you log off, all computer memory is wiped clean.

Click on File and next click on Save As.

Next to the Save In box, select the drive where you will save your resume:

3 1/2 floppy A (if you are using a floppy disc)

E: (if you are using a USB drive)



In the File Name box, name your document using your name plus the word resume, such as: Jane Doe Resume

If you will be sending the resume through email, see the instructions on how to save a resume in plain text.

Click on Save.

Begin typing all of your information, pressing the enter key for a new line for each new piece of information. Once you have all of your information on the page, go back and use the tab key and bullets to make elements of your resume stand out. Typing all of your information before using the tab or bullets will help you avoid frustration. Save your work before logging off.

## Typing Tips

To indent a word, use the Tab key.

To put your name in the middle of the page, highlight your name and click on the Center button.



To cleanly display your list of responsibilities, use bullets by clicking on the Bullets button.

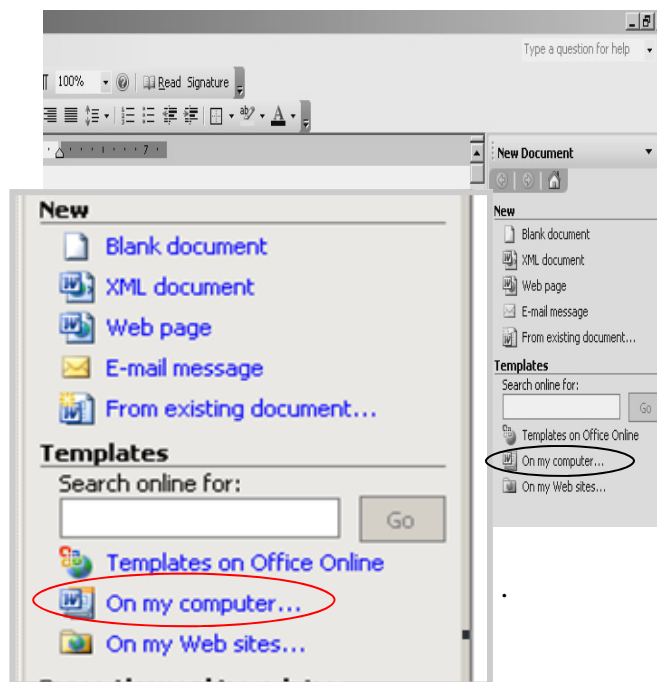


## Using a Resume Template in MS Word

MS Word comes with pre-made templates to aid in resume creation. Remember you will need to use a floppy disk or USB flash drive to save any resume you create using a template.

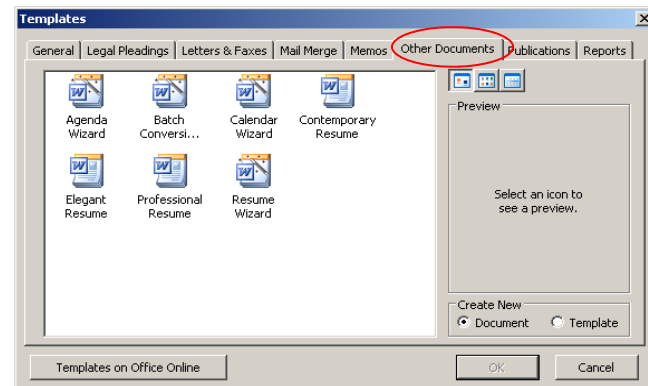
Click on File and choose New.

On the right-hand side of the screen, in the gray box, click On My Computer ...



## Using a Resume Template ...(contd.)

A box will open up on your screen. Click on the Other Documents tab.



You have a few templates to choose from. The Professional or Contemporary Resume may be a good place to begin. You can double click or hit the OK button to begin using the template.

After you have proofread your resume and made sure that it is formatted as you would like it to be, save it to your floppy disk or USB flash drive. You cannot save documents to the library computers. Once you log off, all computer memory is wiped clean.

For instructions on how to save your resume, see *Using MS Word to Type a Resume*.

