

When you are submitting your resume to an online job bank or applying for a job online you need to have an understanding of the basic guidelines for online resumes. An online resume differs from a standard resume. It contains the same information and markets your unique attributes in the same way but there are a number of fundamental differences to consider.

Online resumes need to be geared towards an electronic audience. While online resumes will be read by a human recruiter they need to be formatted with computer scanning programs in mind. The standard process for job banks and recruitment agencies as well as employers is to use one of these programs to sort through resumes on a large scale. The scanning technology uses keywords to identify potential candidates applying for a particular job. Other programs categorize resumes based on keywords and transfer them to a database such as a job bank database.

The keywords are selected by a human reviewer and given priority ratings. So every time one of the keywords appears in your resume it counts as a hit. The total hits translate into a ranking in the search. Keyword placement and priority are the essential elements in successful online resumes. Your resume should be loaded with industry relevant keywords as well as words related to the core requirements of the position. An online resume will be lost in cyberspace if it does not make use of keywords.

The other fundamental consideration when it comes to online resumes is format. The recommended format for an online resume is ASCII (American Standard Code for Information Interchange). This ensures your resume can be read by varying computer programs. It also ensures your information doesn't get lost in the translation from text to web. The best kind of formatting is no formatting at all. Text files that contain a single line break between paragraphs are the most effective way to send a resume online.

When you send a resume via email do not send it as an attachment without sending it in text form as well. Paste the document into your email as well as attaching a hard copy. The key is to account for all possibilities, your computer audience as well as your human audience. You can be pretty sure online job banks use computer technology to sort through resumes but when it comes to applying directly to a company you never know what the standard process is.

The essential ingredient in online resumes is keywords. It is common for resumes to contain a keyword summary at the top of the page to specifically target keyword search technology. You can use keywords to appeal to both people and programs. Action words are often a great way to get keywords into your resume while at the same time capturing the attention of a human reader.