

1. It makes HR's job easier

When an employer requires you to submit a plain text (or ASCII) resume it means that their system is set up to allow HR to process and evaluate submissions more quickly. When HR's job is easier, they are better able to give your resume the consideration it deserves.

2. It keeps your e-mails out of the junk mail folder

SPAM filters look for several characteristics to determine if a message is junk or legitimate, and HTML is one of them. When you send your resume in plain text it is less likely to get flagged as SPAM.

3. It lets you use keywords to highlight your qualifications

Any company that uses a computerized system to collect resumes also uses that system to analyze submissions and pull out those with the correct qualifications. When your plain text resume includes keywords that relate to the job requirements, you are more likely to pass the screening process.

4. It makes your job search easier

So many employers are now using software to collect and analyze resumes that having a plain text version of your resume is a real necessity. It is easier to submit, easier to customize for the job posting, and costs you less than printing a lot of hard copies of the document.

5. It's what the employer wants

The bottom line is that if the employer wants you submit your resume in plain text format, you have to do so in order to be considered for the job. There's no sense fighting it because you are so proud of the great layout and formatting of your printed resume. Just do it.