

# How to Create and Utilize Electronic Resumes

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As technology continues to develop, the amount of face-to-face contact between people is decreasing. More people are using the internet for social networking and job searching. As a result, it is important to learn how to create a quality electronic resume and use it effectively.

An online resume travels farther and quicker than the traditional paper version. If a job seeker posts their resume on a job searching Web site like AgCareers.com, they have the ability to reach thousands of employers. While this is advantageous, AgCareers.com Education Coordinator Ashley Collins said it also means job seekers need to be cautious about how they utilize their online resumes.

“Online resumes allow the job seeker to network just by getting their resume in front of many different employers,” Collins said. “Having that said, job seekers should also realize that if not used properly, their online resume can create a negative impression instead of a positive one.”

Below are five tips on ways to effectively utilize an electronic resume.

1. **Proofread, proofread, proofread.** When preparing to email a resume be conscious of common, simple mistakes. Cautiously proofread the document before sending. Similar to print resumes, Collins said the number one mistake with electronic resumes is spelling errors and an overall lack of editing.
2. **Email to specific contacts in your network.** Collins cautions against using mass emailing to distribute your online resume. She said mass distribution lists are not appropriate when emailing your resume as it is a quick way to devalue the network you have worked so hard to build.
3. **Keep resumes posted online up-to-date.** Establish an organization system to keep track of all the places you have posted your resume. From time to time, view each resume to make sure the information is current and accurate. Employers are looking for fresh new candidates, and if your information is outdated you will not make a positive impression.
4. **Use a commonly accepted format.** If you are applying to a specific position through email, or a career Web site, be conscious of what format you are using. Microsoft Word is the most commonly accepted. A PDF, Microsoft Publisher or Microsoft Works document is not as common. When posting a resume online, it's also a good idea to include your name in the filename to allow quick identification by employers.
5. **Tailor your resume to specific positions.** When applying for a position, it's important to highlight your specific skills or experiences that are applicable to the opportunity. A generic resume can make it seem like you are not truly interested in the position. When posting your resume on a career Web site, it's ok to be more general. However, you should still use the career objective to include the industry sector and career area that you are most interested in.

Online resumes can be a great way to not only take advantage of a network, but also make a lasting impression on individuals you have recently met. At the close of a networking event, make notes on the back of each new contact's business card regarding what you have discussed with that person. This information, along with additional information you have researched on the company, can be used to form an email with your resume attached.

When you send the email explain why you have attached your resume. Maybe you attached your resume because the company mission and your goals match and you want to learn more about employment opportunities within the organization. Or maybe you believe you will be a good fit for the company so you want to provide more information about yourself in hopes that they will consider you for a future employment opportunity.

Utilizing the internet to develop a social network and search for jobs can be done effectively by knowing the proper ways to construct and distribute an electronic resume. With a little time and organization the online resume can be quickly mastered and set you apart from other applicants. Contact AgCareers.com at [agcareers@agcareers.com](mailto:agcareers@agcareers.com) for additional information.

