



# RESUME

*Publish your resume to the World Wide Web using Netscape Navigator Gold or Communicator Composer.*

## Why the Web?...

More and more business is done every day across the Internet. Even small businesses have E-mail, so here is a way to show your prospective employer or graduate school your familiarity with high technology. So the question really is, why not?

## Getting Started...

Choose Netscape Navigator Gold, go to **File**, select a **New Document**, and **Blank**. If using Netscape Communicator, select **Composer**.

Program Menu and Icons are similar to many other popular programs. Familiarize yourself with the buttons on the toolbars.

## Decide on a style...

Use the back of this handout as a reference to decide on a style for your resume.

## Background and text colors...

The default setting is a medium gray background with black text. Just what you see on the screen.

**GOLD:** To change the default background or text, go to **Properties, Document Properties, Appearance** and click on **Background** for a color palette to make your choice. Select the color, then click **Apply**. View your choice and change it or click **Close**.

**COMPOSER:** To change the background or text, go to **Format**, then **Page**

**Properties**. Click on **Use Custom Colors**, and make a selection. Click **Apply**, and view your selection. Change it or click **OK**.

## Read it in...or type it...

To read in a current copy of your resume, open the Word application, select the part of the document you want copied by highlighting it. Close or minimize the window, and place the cursor in the Netscape window where you would like the text to go. Click **Paste**. You may have to edit parts of the document. Do so as you would any word processed document.

If you are creating your resume from scratch, just start typing. The Editor has a spell check.

## Editing...

Highlight the characters, words, lines, or paragraphs you would like to change. Use the buttons on the toolbar to increase the size of the font, create **Bold**, **Italic**, or **Underline** effects, and to **Justify** the words or paragraphs.

## Saving & Publishing...

**Save** the document to your disk as **resume.html**. The resume can be published to your **public\_html** folder using **FTP** or **Fetch**. You must have an **SFSU E-mail/Internet** account in order to publish your resume to the Web. Further documentation and procedures can be obtained from the **Help Desk**.

### **Advice from the Internet...**

**...www.aboutwork.com/resume/**

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“The average employer spends less than seven seconds reading a resume! So that statistic should encourage you to take your resume seriously and give it the attention it deserves. To help you make the best possible resume read about the three different formats before you choose the right one for you.

**Chronological...**This is the “you’re not getting older, you’re getting better” format. Use this format if: 1. Your most recent work and/or educational experience is related to your career goal. 2. You have a stable work history with few or no gaps. 3. Your work history shows a logical progression toward your current objective.

**Targeted...**This type highlights your capabilities in relation to a specific job. Use this format if: 1. You want to emphasize some past experience that is relevant to your objective. 2. You’d rather de-emphasize your most recent experience, which is not so relevant.

**Function-oriented...**This type showcases what you can do, as opposed to where and when you did it. Use this format if: 1. You have limited direct experience in your chosen field. 2. Your skills have been acquired primarily through study. 3. Your work history is inconsistent. 4. You are changing careers. 5. Your work experience is highly repetitive or redundant.”

**www.occ.com.occ.JLK/HowToEResume.html**

From the book Electronic RESUME Revolution by Joyce Lain Kennedy

“HOW TO WRITE AN ELECTRONIC RESUME”

“**Learn to think nouns, not verbs..**Action words like accelerated, arbitrated and launched are out. In scannable resumes, nouns are dominant.

Computers search for descriptive words such as accounting, manager, Price Waterhouse.

**Use Labels or Keywords...**Keywords are an extension of the noun concept and are also called buzzwords or descriptors. Keywords are words employers search for when trying to fill a position. They are the essential characteristics required to do the job: education, experience, skills, knowledge and abilities. The more keyword marketing points you present about yourself, the more likely you are to be plucked from an electronic resume database now or in a year from now.

**Less is More...**Avoid decorative, uncommon or otherwise fussy typefaces. Don’t underline - it can muddy up into a blob in a scanner’s eye. Stick to white or beige paper. Steer away from italics.

**Keep the Design Simple...**Avoid graphics and shading -- the equipment is set to read “text” not “graphics.” If you use complex tables with leader dots (...), computers may trip over them.

**Minimize Use of Abbreviations...**Except the more common ones like BA (Bachelor of Arts). Do, however, maximize the use of industry jargon.

**Put Name First and Contact Information on Separate Line.**

**Use White Space...**Computers like white space. They use it to recognize that one topic has ended and another has begun.

**Use Common Language...**Not all systems have a full-fledged synonym table so try to maximize the “hits” between a position search and your resume by using words everyone knows.

**A One Page Resume is No Longer a Hard and Fast Rule...**Three pages, maybe four, is about the maximum an electronic resume should be. Here are some benchmarks: new graduates - one page; most people - one to two pages; senior executives - two to three pages.”

Computing Services can be reached...

On the Web: [www.sfsu.edu](http://www.sfsu.edu) Under “Information Technology”

E-mail: [training@sfsu.edu](mailto:training@sfsu.edu) Help Desk: x 81420