

**Are you looking to make your job search not only easier, but also more successful? Then here's a tip: Stop using the newspaper and start using the Internet! Put your job search into high gear by searching for open positions and posting your resume online. With the ease of technology and by following the few guidelines listed below, you will be well on your way to finding a new position in no time.**

## Make your resume electronic-friendly

A professional and well laid out resume is important when looking for a new job. Formatting your resume with bullet points, italics, etc. is time well spent if you are faxing or mailing it to an employer. But too often, when you copy and paste your resume into a window online and it becomes unorganized and impossible to read. Here are some tips for making the transition from your computer to the Internet easy.

It is important to create a resume in a plain text format. Plain text basically means no formatting - there should be no bullets, underlines, bold or italics in your copy. Acceptable characters are dashes, asterisks and arrows. When submitting your resume online, the plain text resume is your best option.

### Formatted Resume

#### John Technician

1234 S. Elm St., Des Moines, IA 50310 Cellular (515) 555-1234  
[johntech@email.com](mailto:johntech@email.com) Home (515) 555-1234

#### HVAC / Refrigeration / Electrical Technician

##### Summary of Experience

- 14 years Experience in the HVAC/R Field - excellent troubleshooting skills.
- 20years Experience in Electrical - service & install electrical both high & low voltage, Licensed Electrician.
- 7 Years Experience in Building Maintenance.

##### Experience

HVAC Services, Des Moines, IA 1998 to Present

##### *HVAC Tech / installer*

- Responsible for estimating, bidding, designing, installing and maintaining residential and commercial heating, cooling and refrigeration systems.
- Experience in commercial supermarket refrigeration and controls.

Dar's Heating & Cooling, Waukee, IA 1997 to 1998

##### *HVAC/Electrical Tech.*

- Troubleshoot & repair furnaces, boilers, heat pumps, air conditioning both split and package.
- Excellent customer service skills.

K & R Refrigeration, Adel, IA 1992 to 1997

##### *Refrigeration tech.*

- Refrigeration service, cash part time 12-16 hrs/week.

Summer Meadows Retirement Community, Ankeny, IA 1986 to 1992

##### *Maintenance Supervisor*

- Responsibilities included: maintaining A/C, Heating, Refrigeration, Hedonics, Electrical, Plumbing, Plastering & Painting, Carpentry, Masonry, Welding, Tiling, blue print reading, laundry facility repairs, CCTV, phone, alarm installation and repairs.

##### Education

State Community College 1988

- Certificate in Heating, Ventilation, Air Conditioning and Refrigeration
- Electrical Maintenance Certification
- EPA Universal Certification

References available upon request.

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 Des Moines, IA 50310  
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**Continued...**

### **Using keywords in your resume can be helpful**

When you post your resume online, you want employers to find you among the other resumes in the database. Your resume will need to stand out in the crowd and keywords are important for doing this. Keywords need to be those from your industry and placed throughout your resume. If you are a heavy equipment operator, then your resume needs to include keywords that are specific to the industry: crane operator, backhoe experience, and other keywords that pertain to your experiences and continuing education you've received in your field.

### **Maintaining your privacy**

It's important to remember not to reveal too much personal information in your resume when posting it online. For example, don't include your social security number, ever, and there is no need to provide a list of references until you are asked. Then you can provide them privately to the employer.

Using the Internet in your search for employment, you will open up a new world of opportunity by casting a wide net. Take some time when preparing your resume.

By posting your resume, you've just opened your career to a world of career opportunities!