

# APPLYING ONLINE QUICK TIPS

*PA CareerLink Pittsburgh/Allegheny County offers additional help and resources for online applications. Please contact a staff member for more information.*

## Quick Tips

- Have a plain-text resume for online applications
- Have a formatted resume to print and give to employers
- Design a web resume, if you are web-savvy
- Refrain from sending email attachments when applying

### Web Resumes

1. A resume designed and posted online; preferably on your own web page.
2. Send the direct link to employers, so that they can view your resume.
3. Shows the employer that you are web-savvy.
4. Perfect for showcasing any design skills you may have.
5. Do not rely solely on this type of resume: employers cannot download these into their systems for review.

### Formatted Resumes

1. Include all of your formatting: italics, bold, underline.
2. Make sure to bullet important points.
3. Use any font of your choosing, but make sure it is still readable.
4. Pick a word processor like Microsoft Word, if you will be sending this resume electronically.
5. Only send this type of resume electronically if the employer states that this format is accepted.
6. Use this resume for your printed version to give to employers during the interview or when you are mailing your resume.
7. Choose any combination of indents, spacing, alignment, etc. that will make your resume visually appealing.

### Applying by email

1. Avoid using attachments: copy and paste your plain-text resume into the body of the email.
2. Find out what type of resume format the employer wants. When in doubt, send the plain-text version.
4. In order to make it past the screening process, make sure you include around 75 keywords in your resume.

### Plain-Text Resumes

1. Very basic resume, only text.
2. Choose a font that is common; not a unique one.
3. Use vocabulary to emphasize your strengths.
4. All types of computers will read this resume with no errors.
5. Do not include formatting (underline, bold, italics).
6. Always use this type when applying online.
7. Do not use tabs/indents or text alignment.
8. Perfect for copying and pasting into applications.
9. Will be a scannable resume (that computers will be able to search).

*Pennsylvania*  
**CareerLink**  
PITTSBURGH/ALLEGHENY COUNTY

www.careerlinkpittsburgh.com  
Phone: 866-317-JOBS  
TTY: 877-TTY-JOB1

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