

Employers are offering an increasing number of ways for job seekers to submit applications using a computer or the Internet. The following are some tips for submitting job applications and resumes in electronic format.

SET UP AN E-MAIL ACCOUNT

1. Many employers communicate by e-mail, so you will need an e-mail account if you don't already have one. Log onto an Internet site (e.g. www.yahoo.com, www.gmail.com, etc.) and follow the directions to set up free e-mail service.
2. Create an e-mail address appropriate for job seeking.
3. When you create any type of online account (e-mail, employer Web sites, etc.) be sure to keep a record of your account information (e.g. username, passwords, answers to security question, etc.).

E-MAIL A MICROSOFT WORD RESUME TO AN EMPLOYER

1. In the 'Subject' line, include your name and the title of the job opening being applied for.
2. In the text section, write a brief application letter.
3. Send the resume in the 'text box' area of the e-mail.
4. If you plan to send your resume as an attachment, check with the employer for acceptable file formats. Otherwise, it may be unreadable when the employer opens the file.

E-MAIL A RESUME FROM YOUR WWW.JOBSND.COM ACCOUNT


1. Open the desired resume in your www.jobsnd.com account.
2. Near the bottom, click on the 'Email Resume' link.
3. In 'To:' enter the email address where you are sending the resume.
4. In 'From:' enter your email address (if you have one).
5. In 'Title:' enter the job title of the position being applied for.
6. In the 'Message Body:' box, you can choose to enter a message, cover letter, etc. When the recipient opens the email, it will appear in the body of the email above the resume.

PASTE A JOB SERVICE ACCOUNT RESUME INTO AN EMPLOYER'S WEB SITE APPLICATION

1. Bring up the resume in your Job Service account.
2. Click 'Print' located near the bottom of the page.
3. Select all text on the Print view.
4. Click 'Edit' and 'Copy' or Ctrl+C to copy the entire document.
5. Go to the appropriate area in the employer's Web site application.
6. Click 'Edit' and 'Paste' or Ctrl+V (which automatically pastes it in a plain text format).

CONVERT A RESUME FROM YOUR JOB SERVICE ACCOUNT TO MICROSOFT WORD

If you would like to convert a resume you've prepared in your account on www.jobsnd.com to a Microsoft Word document, follow these steps.

1. Bring up the resume.
2. Click 'Download Resume (MS Word)' near the bottom of the page. (File will now be shown in Microsoft Word.)
3. Place the cursor at the very top of the page in the upper left-hand corner until you see the symbol  and click on it (which will 'select' all the text).
4. Click 'Table,' 'Convert,' and 'Table to Text'.
5. Click 'OK'.
6. Make changes as you wish.

7. To save the document, click 'File' and 'Save As,' name the file, and choose a file format. (Select plain text format if you plan to e-mail the resume or select rich text to retain the formatting.)
8. If you are using a computer in a Job Service resource area, after clicking 'File' and 'Save As' in Step 7, you will need to enter 'a:' and 'Enter' (for floppy disks) or 'e:' and 'Enter' (for USB devices) in the 'File name:' area prior to naming the file. This allows your document to be saved on the appropriate device.
9. Click 'Save'.

PREPARE A PLAIN TEXT RESUME

A plain text resume can be e-mailed to employers as an attachment, or to copy and paste in the body of an e-mail or on employer Web sites.

1. Open your original resume document (likely in Microsoft Word or Works, WordPerfect, etc.).
2. Make a copy of that document:
 - Click 'File'
 - Click 'Save As'
 - Enter a new name in the 'File name:' box
 - From the 'Save as type:' dropdown menu, choose 'plain text'
 - Click 'Save'
 - When you reopen the document, it will appear in plain text format (See back page for a sample)

This is a sample of either a Microsoft Word .doc file or rich text format:

JOHN DOE
123 Main Street
Anytown ND 58000
701-555-0111
johndoe@yahoo.com

WORK HISTORY

Secretary—Machine Builders Inc.—Anytown ND—2/5/06 to Present

- Open, sort and distribute incoming correspondence, including faxes and e-mail.
- Prepare responses to correspondence utilizing Microsoft Word.
- Prepare agendas and make arrangements for meetings.

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