

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 Website, etc.) be sure to keep a record of your account information in a safe place (e.g. username, passwords, answers to security questions, etc.).

E-MAIL A WORD PROCESSING 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. Copy and paste your 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 to ensure the attachment can be opened and read.

E-MAIL A RESUME FROM YOUR JOBSND.COM ACCOUNT

1. Open the desired resume in your jobsnd.com account.
2. Near the bottom, click on the 'E-mail Resume' link.
3. In 'To:' enter the e-mail address where you are sending the resume.
4. In 'From:' enter your personal e-mail address. You must have an e-mail address in order for employers to send an e-mail reply.
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 e-mail, it will appear in the body of the e-mail above the resume.

PASTE A JOB SERVICE ACCOUNT RESUME INTO AN EMPLOYER'S WEBSITE 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 Website application.
6. Click 'Edit' and 'Paste' or Ctrl+V (which automatically pastes it in a plain text format).

PREPARE A PLAIN TEXT RESUME

A plain text resume can be e-mailed to employers as an attachment, or copied and pasted in the body of an e-mail or on employer Websites.

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 example below).

Example: 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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