


How to Paste Your MS Word Resume Document Into a Website Resume Box as Part of the Application Process

To copy and paste a document into a website resume box...

1. Minimize your website page so that you can access your MS Word document. To minimize a window (either Website or Word document), go to the upper, right-hand corner of the screen, and click on the box displaying this picture. 

*To bring a window back on display or to 'maximize', go to the upper, right-hand corner, and click on the middle box that looks like this picture.



2. Then open your MS Word document that contains your resume.
3. To adapt your resume to an acceptable document, eliminate all bullets (to be on the safe side), and don't use symbols such as "&" instead of spelling out the word "and". Also use a very standard font, such as "Arial" or "Times New Roman".

4. When you have completed the previous task, then 'block' out all of your document, but your name and address (you already should have included that info. in this process).

When you are selecting text (also called blocking out), follow these next steps:

- a) First put your cursor (use your mouse) at the beginning of the document for which you wish to copy and paste.
 - b) Then you want to click in that same spot, while holding the button down and dragging the mouse right and downward to the end of your document. As you do this process, you will see the words highlighted.
 - c) At the end of your document, take your hand off the mouse - everything that you wanted to copy should be highlighted.
5. Now you can copy and paste the resume document, by first clicking your cursor (mouse) on "Edit" at the top of your screen, in the menu section, and then it will pull down a submenu. You need to click on the word "Copy". (A shortcut to copying this document is to hold your finger down on the "Ctrl" button on your keyboard. Then additionally place another finger on the "C" button at the same time).

6. Now you will need to paste your resume document into this box. So you will need to maximize your website screen again. Then position and left click your mouse so that the cursor is at the top, and inside the resume box.
7. A shortcut to pasting the document will be to hold your finger down on the "Ctrl" button on your keyboard. Then additionally place another finger on the "V" button at the same time. This will paste the document into this box.
8. Once you have pasted the document into the resume box, the format will probably need to be adjusted so it will be easy to read and look more presentable.

SAMPLE: THE WEBSITE RESUME

PDF format ✳ Scanned into the computer ✳ Put into a website resume box

- ✓ **Basic, easy to read fonts (Arial, Times New Roman)**
- ✓ **No bullets** (can use asterisks or dashes)
- ✓ Don't use symbols such as "&" in place of the word "and"
- ✓ **Use key words that might be scanned by the computer** (Become familiar with the company website & details of the job description)
- ✓ If the resume is scanned into the computer or a PDF format, it is also best to keep it simple.
- ✓ The general reason for not using most symbols in a scannable resume is because the website, computer, and/or software being used for this process, will usually interpret this information inaccurately.

***This is a "Functional" type Resume designed in a "Scannable" format**

A Functional Resume highlights specific skill sets, like "BUSINESS SKILLS".

A functional resume should be used when changing careers or have gaps in employment.

You can write a narrative and use commas (,) to separate the list of education, skills and experience that are included.

You can also just use commas (,) to separate the list of skills under each skill set. However, be careful to leave a space between punctuation and letters; because if they are connected, an automated system can interpret them differently than the intended meaning.

Nannie Scanny
PO Box C
Yuba City, CA 95992
Phone: 530 555 1800
E-mail: nscanny@harvard.edu

OBJECTIVE

Human resource management position utilizing my education and skills with a growing firm.

QUALIFICATIONS SUMMARY

A Bachelor's degree in Human Resource Management and several years experience as human resource manager assistant leading to the development of client relations, training programs, ordering procedures, accounts payable/receivable, marketing, policy, communication, leadership, and management skills.

HUMAN RESOURCE SKILLS

Regularly assisted the director with essential human resource tasks , Monitored policy updates regarding training, coordinator for the employee learning system, assisted in the interviewing process.

BUSINESS AND SYSTEMS SKILLS

Microsoft Word , Microsoft Excel , QuickBooks , Microsoft Outlook , Learning Management System (LMS) and Course Management System (CMS) tracking software , HTML/Web publishing , multi-line phone system , copier and facsimile usage.

RELEVANT EDUCATION

BS Human Resource Management , Harvard University , Cambridge , Massachusetts

Remember that there are many types of Resumes, with a variety of formats.
This is just one way to prepare a scannable resume.

EXAMPLE

Chronological type Resume in a “Scannable” format.

Nannie Scanny
PO Box C
Yuba City, CA 95992
Phone: 530 - 555 - 1800
E-mail : nscanny@harvard.edu

OBJECTIVE

Human resource management position utilizing my education and skills with a growing firm.

QUALIFICATIONS SUMMARY

- * A Bachelor's degree in Human Resource Management
- * Several years experience as human resource manager assistant
- * Experience in managing projects
- * Skills in developing client relations
- * Experience in developing training programs
- * Ability to regulate ordering procedures and policies
- * Experience with accounts payable/receivable
- * Monitor marketing strategies
- * Business and System skills : Microsoft Word , Microsoft Excel , QuickBooks , Microsoft Outlook , LMS and CMS tracking software , HTML and Web publishing , multi-line phone system , copier and facsimile usage.

RELEVANT EXPERIENCE: HUMAN RESOURCE MANAGER ASSISTANT

Systems , Incorporated , Marysville , CA , January 2003 – June 2006

- Assistant to the Director
- Monitored policy updates regarding training
- Coordinator for the employee learning system
- Assisted in the interviewing process
- Provided assistance with accounts payable/receivable
- Regulated ordering procedures and policies
- Monitored marketing strategies
- Acted as a liaison with employee relations and human resource issues

RELEVANT EDUCATION

BS Human Resource Management , Harvard University, Cambridge, Massachusetts, June 2003

You can use an asterisk (*) to highlight each statement instead of a bullet.

Or you can use a hyphen (-) to highlight each statement listed.

Remember that there are many types of Resumes, with a variety of formats.
This is just one way to prepare a scannable resume.

**This is just an example, so decide what format you will use and be consistent.*