

ONLINE APPLICATIONS

Most employers accept online applications and resumes and many require you to apply online. Your online applications will be most effective when you understand an employer's requirements, and format your information to conform to them.

Carefully following the employer's instructions when you submit your resume or application online:

- ensures your application will be accepted and processed
- demonstrates your attention to detail
- assures potential employers that you're able to function in an online environment

Emailing Your Resume

- To apply using email, submit your resume as an attachment to an email you send to the employer's email address.
- Currently, it's standard practice to send your resume as an attached Microsoft Word document saved as a .docx or .doc (document), or .rtf (rich text format).
- Sending your resume as a PDF (portable document format) file ensures that the formatting won't be lost. However, not all employers update their PDF reader software regularly, so depending on the version you've used to create your resume, the employer may not be able to access it.
- If you aren't sure what kind of attachment to send, ask the employer.

Tips for Preparing Your Online Resume for Emailing

Before you send your resume, check that you've followed these guidelines:

- Keep underlines, graphics and italics to a minimum. This will allow your resume to be uploaded without losing any formatting.
- Always include a cover letter or email message with your attachment. If the employer asks for a cover letter, send your cover letter and resume as a single document, with the cover letter as the first page. Check that your page numbering is correct—the cover letter should not be a numbered page. If the employer doesn't ask for a cover letter, your email message functions as a cover letter.
- Make sure your document is not protected by a password.



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- If you're applying for a senior-level position, you may want to include a few carefully chosen live links in your resume, so employers can access online information about projects you've worked on. Live links are a good idea if you're working in a media-related field, such as web design or communications, but they can also be helpful in other fields. For example, as a drafting technologist you could link to images of a structure you've created drawings for.
- Include the competition or job posting number and your name in the subject line of your email.
- Send a test resume attachment to a few friends before sending your actual resume to the employer to see whether the attachment can be opened and read on a variety of computers.

Uploading Your Resume to an Employer Website

- On some employer websites and job search websites, you can upload your resume directly from your computer to the website. Instructions on the website will specify what format to use.
- You may be able to upload your resume as a Microsoft Word document without losing any formatting. Or you may need to upload your resume as a plain text version of your Microsoft Word document.

Creating Plain Text

Use these tips to modify your Microsoft Word (.docx or .doc) or rich text format (.rtf) resume to a plain text:

- Use standard fonts, such as Arial, Times or Courier.
- Don't use graphics (such as boxes or other shapes and vertical or horizontal lines), tabs, shading or columns.
- Use all caps for headings.
- Avoid bold, underlining and italics.
- Use asterisks rather than traditional bullets.
- Align text to the left.
- Save your plain text resume as a Microsoft Word (.doc or .docx) or rich text (.rtf) file.

How to Upload Your Resume

- **Put** a copy of your resume on your desktop.
- Select the **Browse** button in the window on the employer's website. This will allow you to access your desktop from the window on the employer's website.
- Scroll through the documents on your desktop to **find your resume document**.
- **Select** your resume document.
- Click **Open** and your resume will be uploaded.



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Using an Online Application Form or Resume Builder

Online application forms or resume builders often look like paper application forms. At some employer websites, you are required to use this kind of form rather than upload your resume.

If you are given a choice, it's usually better to upload your resume because this allows you to present your qualifications in the way that markets you most effectively.

Some employer websites allow you to copy and paste from a resume directly into the boxes on an application form. It is a good idea to use this option because you have already proofread your resume for grammar and spelling and have selected and polished your wording. Review the pasted text carefully to make sure it fits into the boxes, is spaced appropriately and maintains formatting.

If you can't copy and paste from your resume, fill out the online application very carefully—you will not be able to correct your application once you've submitted it. Use the following suggestions:

- Take your time.
- Use your resume to refer to and copy from.
- Have someone review the application for spelling, grammar, spacing and so on before submitting it.

Source: www.alis.alberta.ca Government of Alberta-Alberta Learning Information Service



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