

How to make a resume to scanner - 8 tips!

By Richard Flink

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With the computer science development, companies has used some types of software for management and resumes data base.

One of the used ways to place a resume in data base, received in the traditional printed, sheet of paper, or either, is through "scanner". The retyping of the resume is practically extinct for obvious reasons.

Its resume will be able to arrive in the way company printed matter, through 2 main ways: 1) the company placed an announcement where its physical address only consists a post office box; 2) a friend takes it for the company, as an indication, for example.

The amount of these equipment named scanners is enormous, as well as software that they follow its. This show that a company will be able to have the hardware/software that gives a better or worst resolution that another. How it would be practically impossible to know the equipment installed in the companies, the best is to make it a resume following some general rules:

1)The paper choosing: in this item, the best one to make is to choose a total white paper. Papers with strong colors or of recycled material must be prevented.

2) It doesn't send copy: normally when copy of the resume

is taken off, it appear "black points" in the copy and this will confuse the scanner process.

3) It prevents to fold: the fold of the paper could not be understood by scanner and will appear risks in the copy.

4) Sources: it prefers to use "sources" with size between 10 and 14 points and of the "arial" or "times new roman" types. Sources where the letters seem drawn will cause errors in the reading of scanner.

5) It prevents to create tables: the columns also cause problems in the reading.

6) Never it uses symbols: quotations marks, percentage, special characters, etc. It will not be understood.

7) It prevents the use of markers: in case that you opt to using its, you must to prefers "solids" or either, totally full.

8) For the bar splitting "/", it always uses space, so that it will be understood.

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