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intervals, formatting and other little details of your resume. This stuff will look great when you print out your resume - but can't fare so well when you plug that file into an online app where formatting can be turned off and can make your resume look like piling up the odd intervals and formatting errors. Solving this problem may mean a simpler approach. Many formatting problems occur when applicants create their resumes in proprietary software such as Microsoft Word or Pages on Mac. It looks great on the screen - but if the receiver doesn't have the same version of the software as you, problems can arise. This is why online job sites and corporate recruitment sites often dictate that you submit only simple text versions of your resume. If you already have a resume created in Word, copy the entire document and then open the notebook on your Windows computer, or TextEdit on your Mac. Insert a resume into a new document and hit save both and keep it as a simple text. If you haven't started your resume, it's probably a good idea to one beautifully formatted version in Word or Pages, so you can use it when you send hard copies of your resume. Then copy and paste it into the plain plain document described above. Simple text formatting can be read by anyone on any computer. Distance is the first thing to suffer when you cut and paste or upload your resume to an online job site. Many problems are associated with the use of tab key or excessive use of bar space. Typically, justify every element of your resume on the left side of the page. Don't try to center your name or address or any of the subtitles, as they may not appear downtown when a potential employer reads your resume. To put the distance between the sections, hit the enter instead of using the space bar. Fonts and formatting can take a beating when you export your resume. If an employer has specified a particular font for use, do so - but usually an unported font such as a courier will make all the letters appear the same size, suggests the Washington State Department of Employment. In a text editor, you may not even have a choice between fonts. Also, avoid bold, italics or bullet points - all things that can get messed up in an online app. To emphasize words or highlight subtitles, use all caps. Instead of bullet points, use characters - or J. On author Nicole Vulcan has been a journalist since 1997, covering parenting and fitness for the Oregonian, careers for CareerAddict, as well as travel, gardening and fitness for Black Hills Woman and other publications. Vulcan holds a Bachelor of Arts degree in English and Journalism from the University of Minnesota. She is also a lifelong athlete and holds certification as a personal trainer. Many employers have switched to online application processes that are part of the applicant tracking systems, or ATS. The ACT is a multifunctional web program for collecting applications, selecting qualifications and assisting recruiters and hiring managers in the selection process. Employers can sing the praises of any program that automates the hiring process, especially when so many vacancies get hundreds or even thousands of applications for just one vacancy. However, job seekers often vent their frustration about resumes that seem to disappear into a black hole - another way to describe ATS. Gather everything you need to submit your qualifications online. Browse the job posting and create a cover letter that contains many keywords and phrases in the job ad. Prepare two versions of your resume - one in simple text without any formatting, and the other that has all the format features such as boldface, italics, boundaries and the like. If you have certificates or licenses, get a list of your registration numbers or any other information for your credentials. Create your online registration or applicant account on the company's website. If you don't have one yet, create an email account that contains your full name. Avoid using a fancy email address and don't use your work email address. Most online apps require personal personal name, address and phone numbers. One of the keys to improving your chances of getting called for an interview is to complete all the application fields. Many don't, but if you are faced with an application process that requires you to provide your Social Security number or date of birth, double check that you are using a secure site and that the numbers you enter are encrypted. The secure site starts at https in the URL box. Follow the instructions to fill the fields for your work history. This is where your simple text resume will come in handy. Copy and paste sections from resumes to relevant fields or download plain resume text so that the system can disassemble your information in the appropriate fields. Avoid getting incorrect information in the application box by copying and pasting or entering descriptions in the right boxes. Make sure you maximize the space in the app by providing complete descriptions of the history of your work. Many online application processes allow you to download attachments. Use a formatted resume to download here, as well as a cover letter. The reason you need to prepare a cover letter and resume work is because you don't want the time out before you complete the application. In most cases, documents can be attached in Microsoft Word or PDF format. Consider using the PDF format if you have the format that you want to keep in your documents. Always attach a cover letter, even if the app says it's optional. Recruiters prefer to see a cover letter and a cover letter giving you another chance to use keywords and phrases that match the work of the posting. Once you have a full application, double check your email to make sure you receive an email confirmation that your application has been accepted by the system. If you have not received an email confirmation and the application process says you should have received one, contact employer support. Check the calendar to keep an eye on your application during the week. When you contact the company, please contact your app number or IDENTIFICATION number for your presentation work. Ruth Mayhew has been writing about the author since the mid-1980s and has been an expert on human resources since 1995. Her work is published in the journal Many Generations of Workforce in the Health Care Industry, and she has been mentioned in numerous publications, including journals and textbooks, that focus on the practice of human resources management. She holds a Master of Arts degree in Sociology from the University of Missouri-Kansas City. Routh resides in the nation's capital, Washington, D.C. Students these days can get far more help than decades ago with the college application process. And they may just need it. In the About 19 million students are enrolled in college, according to the U.S. Census Bureau, and that number is on the rise, meaning there may be some stiff competition for places in the best schools next year. Year. Students have applied for five to eight different colleges, according to the College Board. But increasing competition may be simple, why some students currently apply to 20 or more schools (which the College Board finds too much.) As students and parents ramp up their college application efforts, here are a few tools, some free and some for a fee, which can help. Photo: [tostie14](#) [tostie14](#)

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