

Text Resume Instructions

A. Open your resume in Microsoft Word

1. Click File > Save As
2. Under "Save as Type:" choose "Plain Text" or "Text Only"(Mac users)
3. Close Microsoft Word

B. Open your resume in Notepad

1. Click the Start button > Programs > Accessories > Notepad
2. Click File > Open and navigate to *yourresume.txt*
3. Turn ON Word Wrap: Format > Word Wrap (It should have a check mark by it, indicating it is on.)
4. Change font to Arial: Format > Font (size can be 10 or 12 pt.)

WARNING: Do NOT use the Tab key in your text only resume! Remember to take out any tabs in your resume.

Reformatting Instructions:

1. Reformat header (left justify) – Each piece of information on its own line
2. Insert an extra space between major headings
3. Delete space between company/title and dates – set apart with 3 spaces
4. Remove strange characters and odd spacing
5. Remove "Page Two" references, if any, and sew up the space
6. Remove strange characters and odd spacing
7. Anything from the header/footer will be at the bottom of the page – delete
4. Remember that a text resume isn't pretty. Employers know that when they ask for them

Relocation Information

www.homefair.com – School reports, crime reports, salary and cost of living calculators, and home/apartment finding.

www.homestore.com – New homes, apartments for rent, home loans and mortgage rates, etc.

www.relocationcentral.com – Online apartment finders.

www.aaamove.com – “The Ultimate Relocation Guide”

www.bestplaces.net/col/col.aspx – Cost of living calculator.

Salary Information

www.salaryexpert.com – Nationwide salary information and articles. Provides content to the New York Times, Wall Street Journal, The Economist, etc.

www.bls.gov/bls/blswage.htm - U.S. Department of Labor statistics. Wages by area and occupation.

www.careerjournal.com/salaries -Wall Street Journal salary data and hiring trends.

Entrepreneurial Resources

www.entrepreneur.com – Articles and resources for starting many kinds of businesses.

www.sba.gov – Small Business Administration. Programs and services to help you start, grow and succeed.

www.startupbiz.com – “Online resources for people with business ideas.”

www.morebusiness.com –Resources ‘by entrepreneurs, for entrepreneurs.’

www.franchise.org – International Franchise Association website. All you need to know about franchising.

Company Culture

www.vault.com – Fee-based.

www.glassdoor.com – free if you post your own salary and employer review.

www.wetfeet.com

Online Directories

www.anywho.com – anywho’s ‘reverse lookup’ feature is beneficial.

www.superpages.com

yp.yahoo.com

www.yellowbook.com

www.switchboard.com

Newspapers Online

Local Papers

- www.stltoday.com – Online home of the St. Louis Post-Dispatch
- www.refdesk.com/paperus2.html#mo – Directory of all Missouri newspapers

National Papers

- www.wsj.com – Wall Street Journal Online – Subscription based.
- www.usatoday.com – USA Today Online – Free registration.

Business Journals

- stlouis.bizjournals.com – St. Louis Business Journal – Free registration for most content.
- www.bizjournals.com – Access business journals around the country.

Research/Search Engines

www.northernlight.com

www.google.com

www.alltheweb.com

www.ask.com (meta search engine – pulls information from several sites and sources.)

www.dogpile.com – (meta search engine)

**Most public libraries have free access to Hoover's.*

www.phishbucket.org

Popular Niche Sites

www.dice.com - tech and engineering

www.architectjobs.com

www.energyjobs.com

www.manufacturingjobs.com

www.workinsports.com

www.cfo.com

www.federaljobs.net

www.healthjobsusa.com

www.missourijobs.com

www.retirementjobs.com

www.medzilla.com

www.hr.com

**Remember – there are over 1 million niche sites registered. Use Google to find the best one for you.*

Meta Job Banks: www.indeed.com and www.simplyhired.com – pull jobs from employer sites and other various job banks.