

## What is a Resumix Resume?

Many federal and civil service employers now require that resumes be formatted for submission to a job database program, with the Resumix resume being one that used extensively throughout the federal government. An automated staffing solution that helps employers identify the most qualified candidates for open positions, Resumix resumes automate many of the hiring steps that have been traditionally handled by Human Resource personnel, through image processing, knowledge-based software, and database technologies.

Applicants are required to submit hard copy resumes of up to five pages in length to a person, office or address provided in the job listing. The resume is scanned into the computer, then Optical Character Recognition (OCR) software and the system extracts information like the name, address, phone number, work history, years of experience, education, and skills. The resume is saved and can be stored for later, so that when vacancies occur with qualifications that match the applicants' skills, those people will be considered for employment.

There are resume-building tools available on the Internet to help with creating a resumix resume. One, at <http://www.donhr.navy.mil>, is designed for those applying for Navy jobs, but there are others online as well. Once created, your resumix resume can be scanned into a computer system and kept on file for up to a year, and can be updated whenever you like.

While this system is great for employers, it also negates many of the considerations that job seekers have had to wrestle with for generations. It doesn't matter what kind of paper you use, or the font or layout style, either. The computer also doesn't care how well you wrote the descriptions of your past work history – it's just looking for specific words and phrases.

Because of this, you should use action words and concrete descriptions on a Resumix resume – don't be vague. rather than vague descriptions. Use simple verbs and nouns – “directs work,” “hires employees,” “trains new hires” are good examples. Be specific – don't write “adept at publishing applications,” instead write “used Microsoft Word, Excel and PowerPoint.” Also avoid acronyms or slang terms – they might confuse the computer!

If your resume will be scanned, make sure you provide a freshly printed copy, preferably from a laser printer, not a second or third generation document. The crisper the printing, the easier the computer can read and understand the language. For best results, use 1-inch margins, and standard 10 or 12 point fonts such as Courier or Times New Roman. Don't use italics, underlining, and shadows, and don't condense spacing between letters. Make sure your name and Social Security number are on each page. And then keep your fingers crossed!