



Resume Guidelines

Alyeska Pipeline Service Company is using a resume database that will enable us to provide more effective and efficient recruitment services to our customers. In order to help us with timely processing of your resume, please use the following guidelines:

1. **Please submit your resume as a single document file.**
2. Please submit your document in the following formats: plain text or Microsoft Word 98 (or newer version). Adobe Acrobat *.pdf files are acceptable, but not the preferred format. We can not read WordPerfect or Microsoft Works or ClarisWorks file formats.
3. Include your name, address, telephone number(s), and E-mail address (if applicable) at the top of your resume. (This information will be used to contact you via phone, U.S. Mail, or e-mail.)

For Example:

John T. Doe, Jr.
3333 Right Street, Apt. 2 (or P.O. Box ####)
Anchorage, AK 99503 (no period after the state abbreviation)
(907) 111-2222 (please use parenthesis around the area code, not dashes or periods.)
(907) 222-3333
janedoe@yahoo.com

You may include two addresses; just indicate which address is your current contact information.

4. A 10 or 12-point font in Arial, Times New Roman or Courier are the most compatible.
5. **Do not use: lines, corky dots/bullets, tables, boxes, text boxes, pictures, symbols, colors, etc.** Microsoft Resume Wizard and Templates utilize these formatting items and are not acceptable.
6. Include the month and year of employment next to each position you have held. (See sample below.)
7. Include all work (in detail) volunteer information, etc. on the resume. *Please note: A cover letter to let us know which job you may be applying for, certificates, and recommendation letters may be submitted but will not be uploaded into the database; therefore, it will not be part of our recruiting records.*
8. If you have a degree, be sure to list the type and major. Also list any certifications you may have.
9. **Do not include personal information such as birth date, marital status, height, weight, pictures, social security number, driver's license number, etc.**

To see how your resume will be stored in our database save it as a plain text file, and open it using a text editor application, such as Notepad or WordPad.

Here's where to send your resume for an **open** position, please include the job posting number:

E-mail: alyeska_jobs@alyeska-pipeline.com and cc CarleM@alyeska-pipeline.com and mail to:
Robin.Thompson@alyeska-pipeline.com.

U.S. Mail:

Attn: Human Resources Recruiting, MS-536
Alyeska Pipeline Service Company
P.O. Box 196660
Anchorage, AK 99519-6660

FAX: Please include a coversheet to (907) 787-8448.