Chicago Tribune

Archive for Friday, September 11, 2009

Job seekers should post resumes online with caution, attention to detail

Many job boards offer 'confidential' features

September 11, 2009

When you post your resume on Internet job boards, you may want to keep your name and contact information confidential.

If you don't care who knows you're job hunting, then it may not be worth worrying about. But if you're still working and want to hunt for a job without your current employer knowing, then experts urge caution.

Career coach Revi Goldwasser, founder of Interview Tips and Secrets, said job hunters-on-the-sly need to pay attention to the "confidential" features permitted on major job boards. "When you respond to a posting, there's a link to download your resume as a Word attachment," she said. "Be sure you haven't named your resume file as your name if you're trying to be confidential. Change your resume file name to 'confidential resume' before you download it."

If you're not in an open job search, experts said, make sure the body of your resume doesn't reveal your current employer's name or any other identifying information.

Goldwasser encourages job seekers to post their resume on as many major as well as niche job boards as relevant.

"Then refresh your posts weekly," she said.

Goldwasser's other tips for job-board postings:

–In your resume, use key words that the job recruitment lists as requirements to improve the odds of a computer or human tagging your resume for consideration.

–Don't pay to have your resume posted anywhere. For almost every job, there are plenty of other free job board, niche site and individual company options to get noticed.

–Spend a Sunday afternoon and upload your resume to as many databases as possible. "It may pay dividends on Monday morning," she said.

– McClatchy/Tribune news

Save/Share:

Related articles
- Public on hook deserves look into Chicago's Olympics bid Aug 11, 2009
- If you can't find it, it's probably not there Sep 13, 2009
- Chicago condos: Residents of historic buildings like living in past Sep 13, 2009
- How to keep your home if you lose your job Sep 13, 2009
- Tax credit puts pressure on first-time home buyers Sep 13, 2009

ADVERTISEMENT

digg™ About Digg
Upcoming stories from the Chicago Tribune
90 10 of Winter's Most Intriguing Films
72 Brother of 'Dark Knight' director planned Batman like escape
2 'The Office' angers suicide prevention groups
1 Best and worst: Alien invasions
1 Kitschy, kitschy cool
1 Community Profile: Midlothian IL
1 Test Drive: 2010 Lexus IS250C review
Powered by Digg's Users

Related Keywords
business
biz
employment

ADVERTISEMENT

Related sections

- http://www.chicagotribune.com/business

ADS BY GOOGLE

Become a Pharmacy Tech
Become a Pharmacy Technician 100% Online! Financial Aid Available.
PharmTechDegrees.com

Job Seekers
Apply now. Positions available immediately.
www.hotcareermatch.org/JobSearch

$87/Hr Job - 921 Openings
No Scam. Realistic $87 Per Hour. No Schedule. Nice Pay.
www.home-business-jobs.info

Job Seekers Exposed
Not All Job Seekers Are Scams Job Seekers & Make $12 - $50 Hrly
Top-10-Home-Opportunities.com

Job Opportunities
Under-The-Radar New Website Reveals Making $180/day Working From Home
www.CashFromHomeSystem.com

Copyright 2009 Chicago Tribune