



RESUME DISTRIBUTION - 7 STEPS TO DISTRIBUTE YOUR RESUME

1. Using Best Sites: A good research on resume distribution sites is required before you even post your online resume. Irrespective of the research, the top 3 sites will give you the best results, though some local, small job search sites can spring up a surprise now and then. Make sure you do adequate research on the same too!
2. Update Your Resume: With each passing period, a person acquires experience and better set of skills than before. Thus it is imperative that you include the newly acquired skill set in your resume.
3. Optimization of Your Resume: Optimization of the same includes periodic updating of your resume and placement of keywords according to the job requirement. The search algorithm employed by the job search website takes into consideration the usage of keywords in proper places and thereafter 'ranks' a CV. Make sure that you feature on the top of the ranks.
4. Professional Outlook: Keep your online resume precise and short, shorter than what you would otherwise draft in case it was on paper. Though, the business and formal approach need not make your resume appear bland. 'Plant' something in your resume that will make it stand out in the crowd. It goes without saying that you need to highlight your skill set according to what the position requires from the candidate.
5. Magic of Words: Weave your online resume rather than making your resume appear like a bland article. That surely does not mean that you're at your free will to craft and draft stories in your resume. Be critical; selection of words should find the topmost priority in your list of agendas.
6. Using Social Media: The next-gen online revolution is social networking. For having a resume to reckon with, you need to have an alternate online presence to express yourself fully. This resume is far for expressive and gives and insight into you – it is your social networking profile. Having an online presence on a social network will not only help your network with people but will also help your employer choose a better candidate in case of similarly matched applications. Needless to mention, your online profile should be honest and open about you.

Though, try not to be too honest that might work against your selection as a suitable candidate. Some things are not worth sharing or taking a career risk!
7. Be Critical: Read, analyze and re-read your CV from the point of view of an employer. Be harsh with yourself and try to figure out why anyone should offer you a job. This is especially true in case of online resume submission where the search and distribution services tend to be overly critical.

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