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## TOP 10 TIPS TO POST YOUR RESUME

### **Have your contact information hidden**

Resume identity theft is one problem that is bothering many job seekers to quite an extent. You should make use of those job sites that does the work of keeping away your coordinates from recruiters. You may share your personal information when you think it is right time to do so and not before that.

### **You must be in a position to confirm that you are able to retain your ownership once posted**

No job sites have the right to copy ideas from your resume, sell it and then make money. So you have to ensure that this is something that is absolutely not happening.

### **You should be able to remove or delete your resume when you choose to**

Usually you may want to remove your resume after you have bagged a good contract but then you can also choose to remove it when you find that you are getting harassed without a reason.

### **Make use of a disposable email address if you do not have too many options**

You can just make use of a temporary email address for the purpose of receiving updates over jobs and interview calls so that there are no chances of anyone disturbing you after you are over with the process.

### **Choose reputable websites for safety reasons**

It is always a good idea to go with well known websites, they are responsible and hence they will ensure that you do not feel bugged after you get over with the service.

### **Keep confidential information to minimum**

Do not disclose confidential information until and unless asked for. This can create future troubles, so stay away from sharing information that can be tampered or used against you.

### **Hide it from your current employer**

By using Google alerts the HR department can soon find out information as you have your resume uploaded. So you may like to hide this information and keep away from sharing it. So follow the tip discussed above.

### **Make use of those sites that are easy for the recruiters to use as well**

You may require to approach companies via the recruiters, for this reason you need to make use of those websites that are easy for them to use as well or else they may not be interested in having your resume forwarded.

### **Make use of catchy headlines**

If you can make use of attractive headlines then they would easily appear on the search results.

### **The usage cost has to be kept in mind**

The resume itself is the payment for the site and apart from that you should not need to pay as a job seeker.