



HOW TO POST YOUR RESUME ONLINE

Your resume must be updated and formatted before you have it submitted over the net.

Your resume must be converted to text only document style. Make some small changes in your resume, like changing some words and phrases and make them catchy so that a recruiter or employer easily gets to notice it. It would be a good idea if you can keep a word formatted copy of your resume as well. This is highly preferred by some of the job boards and they would readily allow you to upload the doc. Version. Apart from that you will find quite a number of hiring managers who would ask for a resume that is better formatted.

Consider making multiple resumes for the purpose of submitting

If you think that your resume is too long then you can consider highlighting different aspects for it and break it into numbers of resume, in this way you can make it suitable for quite a number of jobs. Whichever requires some amount of highlighting for any particular job or post, you can do the needful.

Create a cover letter for make it easier for the employer to understand it

It is not possible for you to directly address your boss and start talking about a job or a post actually. This is the reason why you need a cover letter which can do the work for you to some extent. Now even the cover letter needs to be converted to a text only format.

It is always a good idea to aim for the bigger job boards initially and then move on to the smaller job boards

You should always make use of the golden opportunities first for the sake of extracting the most out of any deal. Similarly in this case you need to target those job boards that would allow you the maximum exposure and then move on to the smaller ones. But then again make sure that you are not completely ignoring them. Smaller job boards are specific to industry and hence they need attention as well. One of the big names in resume submitting service is resume boomer that would perfectly take care of all your needs.

Make full use of the free tools available at the job boards

You will find something called job agents on the sites of many job boards. These are automatic search engines which can do the fantastic job of finding jobs that would suit your needs.

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