



## KEEPING YOUR RESUME AT THE TOP OF THE JOB BOARDS

Twenty-five percent of jobs are found by searching on the Internet; that's 1 in 4, so it's a viable option for job seekers. There are three main job sources on the Internet: job boards, your local newspaper's Internet employment website, and recruiters. It's important that your resume appear current so that employers and recruiters will find you.

**There are specific things to do to accomplish this:**

- Post your resume on 4-6 job boards that you like and will manage throughout your search. Remember to make your profile 'public 'so employers and recruiters can see it and access it.
- To save time and work, set up job alerts or agents to notify you of positions of interest. Usually you can set up to five alerts, enabling you to look for five different jobs. The job board will search for jobs with the key words you specify and email those jobs to you. Job seekers suggest that also reviewing the openings on your boards weekly ensures that you don't miss a good job the search tool may have missed.
- It's critical to keep your online resume current. Recruiters often access resumes by requesting those posted most recently—in the last week or 24 hours. For example, a resume posted eight days ago will not turn up in a recruiter's search for resumes posted within the last seven days. Refresh your resume so that recruiters see it as new, not old. Here's how:

On Sunday morning, before recruiters start looking for candidates on Monday, make a small edit to your resume that you can undo. For example:

- Open your resume, and place an extra period.
- Close your resume for just 10 seconds.
- Reopen your resume again and remove the extra period you just added.
- Close out of your resume again, and the job board will recognize it with today's date.
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Repeat these steps each Sunday and your resume will continue to land at the top of a recruiters search.

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