

7 tips for managing your online resume

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<http://www.regencyresumes.com>

Posting your resume online can put you in touch with hundreds of employers worldwide. So, it is helpful to know the “ins and outs” of the online process.

1. Job Search Sites and Company Sites

There are two main types of sites for posting an online resume: *job search (or recruitment) sites* and *company (or employer) sites*.

Job search sites will allow you to search for jobs from many companies; and, if you desire, multiple employers and recruiters can view your resume, also.

Company (or employer) sites allow you to search and apply directly for jobs within a single company.

In either case, allow two to three hours per site to complete all the steps required to post your data.

2. Exposure

Job search sites may ask for personal data, such as your name, street address, city/state/zip, phone numbers, and email address.

If you choose to allow employers to view your resume on job search sites, you might take this precaution: Consider typing the word “private” in the street address field. This can help to reduce the exposure of your personal information to unwanted solicitors. As each site is different, look for other precautionary measures that may be available. (This measure is usually not necessary, however, when applying directly on the site of a single company.)

3. Update. Update. Update.

Employers often search for resumes posted within the last 30 days (or only for those posted as recent as the last 24 hours).

Generally, the system will track the “date” on which you posted your resume. Therefore, you should update your information frequently for optimum exposure or, in other words, to keep your resume at the “top of the employer’s list.”

If you fail to update frequently on job search sites, your posting may not appear in the employer’s search results after 30 days or less. (Usually it is not possible to update a direct posting once it has been submitted on a company site, however.)

To refresh your posting, some sites may provide an “update” button for easy processing. With others, you may have to “edit and save” a minor change to refresh your posting. Or you may need to upload your resume (or a new version of it) again.

Update your information at least once a week but, better yet, update every three or four days. For example, every Sunday (evening) and Wednesday.

4. Keywords

Employers may also search for resumes by job type, industry, or location. A common sorting method is the “keyword” search.

Some employers want to see certain keywords repeated several times before they will consider you as a viable candidate. So, include—and repeat—pertinent keywords in your resume.

5. Resume Name

The “resume name or title” may appear listed in the search results requested by employers.

When “naming” your resume, use words to describe your skills (rather than your personal name), e.g., “Writer/Trainer” or “Bus Driver/Chauffeur” not “John D. Thomas.” If you are allowed more than one name per resume, post a second name in reverse: “Accounting/Finance” and “Finance/Accounting” to maximize the changes of your resume being found.

6. Search Agent

The search agent is a convenient feature for aggressive job hunters. It allows them to receive daily or weekly email notices with a list of jobs matching their search criteria and/or a hyperlink to the job search site. (Or you can always go to the site and run a direct search at any time.)

7. File Formats

Resumes can be uploaded or pasted from various file formats. Many sites will allow you to post a “.doc” (Microsoft Word) file or a “plain text” file. Either way is easier than typing your resume from scratch.

Some sites allow only one file format; others, more than one. (The “.pdf” file may not be acceptable as some systems cannot search text from that format.)

If you choose to upload or paste your resume, beware. Systems vary and may change the formatting and keyboard characters in your resume. Plain text or ASCII systems may not allow special formatting (e.g., tabs, bullets, underlines, italics, or bold) in your resume. Some systems remove hyphens or replace apostrophes with other characters.

Always preview, read and edit your online resume before submitting it on any site.