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5 Ways to Make Your Resume Shine On-Line

By Sibylla Nash

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The internet makes it possible to point and click your way into your dream position or a gig just to pay the bills. On-line job boards such as Hotjobs.com receives over 7.5 million visitors each month making it easy to get lost in the mayhem of the point and click stampede toward employment. Have no fear, there a few things you can do to get in the groove of this fast-paced job shuffle.

1.) Craft an eye-catching header.

That single line in the header of your e-mail is valuable advertising space, it separates you from thousands of other job seekers, make it count.

2.) Use keywords.

Craft your resume and cover letter using the description from the job posting. Include a "key words" section at the bottom of your resume, suggests Chris Jones, VP of Content at Hotjobs.com. Employers use automated systems to scan and flag resumes with certain key words.

3.) Target your search.

Treat your job hunt as a planned, precise operation. Do your homework on the industry and target potential employers. Apply directly on their corporate web site.

4.) Utilize on-line tools.

If you're posting on a job board, investigate the site and see what they have to offer. Hotjobs.com allows you to post up to 10 different resumes while Monster.com offers a specialized diversity and inclusion job search feature.

5.) Use any means necessary.

Experts agree networking is still the number one way to gain employment. Network your way into a company and cultivate a contact that will be receptive to receiving your resume and will pass it on to the right person.

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A missed opportunity is as close as the delete button. Make sure you read the directions when applying for a position. Stay in the game by giving employers what they requested.

Freelance writer and author of DreamCity, Sibylla Nash has written for all of her life. She is a graduate of USC (go Trojans!) with a degree in journalism. You can read all about her adventures in motherhood as she details her daughter's baby modeling career. Visit her at <http://www.tribecahouse.com>

Resume Writing and Preparation is Free Online

By Donna Monday

Creating a strong resume is a very important part of applying for a job, either online or off line. There are many resume writing services that will help you build an impressive resume for job interviews.

You can also learn how to write a resume for free by surfing the Internet for resume writing help. Many sites will show you tips and advice on choosing a resume style that works best for you.

You can also find samples of resumes, resume templates, resume software, and examples of resume cover sheets or letters.

Whether you're looking to create a business resume, marketing resume, military resume, electronic resume, accounting resume, nursing resume, acting resume, sales resume, teacher resume, executive resume, student resume or a customer service resume, you can find great advice online with a little research.

When preparing your resume, keep in mind that employers use resumes for several purposes:

Screen Applicants - Most employers will only look at a resume for about 30 seconds to determine whether or not an applicant is a good fit for their organization.

Develop Interview Questions - Statements on your resume can be used to formulate questions they may ask during an interview.

Communication Skills - Employers want to see how well you express yourself.

Qualifications - Employers will reference your resume when making hiring decisions based on how closely your qualifications match their needs.

Writing a resume isn't easy, but by studying various tips and advice, you can learn to create a type of resume that will get you one step closer to your ultimate goal of finding a great job.

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Donna Monday writes employment related articles for

Resume Writing and Preparation is Free Online
How To Choose The Right Resume Format
Resume Tips To Take You From SAHM to WAHM
Tips For Writing Your Winning Resume
Understanding Resume Styles

The Ultimate Guide To Acing ANY Job Interview
Guerrilla Mailer
147 Killer Epublishing Strategies
Time Management Secrets
Tame Your Personal Computer



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