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## **Resume Distribution and Resume Posting Explained**

**By Rita Fisher, CPRW**

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THE DIFFERENCE BETWEEN RESUME DISTRIBUTION  
AND RESUME POSTING SERVICES

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### Resume Distribution Services

There are many resume distribution services on the Internet today. Basically, the way they work is that you pay a certain amount of money to them, anywhere from \$30 to \$200, and the resume distribution service will distribute your resume to their database of recruiters and employers.

Resume distribution services will let you choose your industry, geography, salary level and position title and based on these employment specifications, they will e-mail or fax your resume to those recruiters and / or employers who match your employment specifications.

The main thing to remember here is to TARGET your resume to only those recruiters and employer who match your employment specifications. You don't want your resume to be sent out to everyone in the resume distribution service's database because that will not help your job search and you will end up paying more.

### Resume Posting Services

Have you ever visited CareerBuilder.com or Monster.com? I'm sure you have. These are called job search sites or job board sites. These are the sites where you can post your resume for free. You can also search for job openings on these sites.

Job search sites have clearly explained instructions on how you can post your resume to them. The reason for posting your resume to these sites is because that is how recruiters and potential employer will find you.

## Resume Distribution and Resume Posting Explained

Two important items to remember when posting to job search sites:

1, You have to include industry keywords in your resume in order to be picked up by recruiters or employers. What are keywords? For example, if you are a Pharmaceutical Sales Representative, your keywords might be "mood stabilizing drugs", "Prozac", "Zoloft", "Paxil" etc. Just build these into your job descriptions and job accomplishments.

The reason why you want to include keywords in your resume is because both recruiters and employers will be searching for potential candidates by typing in certain keywords. (They are looking for someone with the kinds experiences your keywords convey).

2, The other important item to remember when posting to job search sites is that it is not an "active"

way of looking for work.

Only a fraction of all job seekers find employment via posting their resumes to job search sites. Job search sites have thousands if not millions of resumes in their databases so the likelihood of your resume popping up in front of a recruiter or an employer is very slim.

After briefly reviewing both the resume distribution and resume posting services, my professional recommendation is to use the first one: the resume distribution. The reason for my recommendation is that when you have a resume distribution service distributing your resume, it will be a TARGETED distribution, not a blind action in job search process (like the resume posting). To find resume distribution services, just go to google.com and put "resume distribution service" into the search engine. Good luck!

Rita Fisher, a Certified Professional Resume Writer, has received publicity for her work with job seekers on the Oprah Winfrey Show, in McCall's magazine and in many other media sources. Her professional resume writing work has been featured in "Gallery of Best Resumes" a book by Jist Publishing. You can reach her at <http://www.CareerChangeResumes.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.

## Resume Distribution and Resume Posting Explained

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  
Create a Resume Outline that Gets You Noticed  
Sample Resumes  
Tips For Writing Your Winning Resume

The Ultimate Guide To Acing ANY Job Interview  
Guerrilla Mailer  
The Forum List  
Web Marketing Explained  
Forum Fortunes – Make a Living with Online Forums



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