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Job seekers should post resumes online with caution, attention to detail

Many job boards offer 'confidential' features

September 11, 2009

When you post your resume on Internet job boards, you may want to keep your name and contact information confidential.

If you don't care who knows you're job hunting, then it may not be worth worrying about. But if you're still working and want to hunt for a job without your current employer knowing, then experts urge caution.

Career coach Revi Goldwasser, founder of Interview Tips and Secrets, said job hunters-on-the-sly need to pay attention to the "confidential" features permitted on major job boards. "When you respond to a posting, there's a link to download your resume as a Word attachment," she said. "Be sure you haven't named your resume file as your name if you're trying to be confidential. Change your resume file name to 'confidential resume' before you download it."

If you're not in an open job search, experts said, make sure the body of your resume doesn't reveal your current employer's name or any other identifying information.

Goldwasser encourages job seekers to post their resume on as many major as well as niche job boards as relevant.

"Then refresh your posts weekly," she said.

Goldwasser's other tips for job-board postings:

-In your resume, use key words that the job recruitment lists as requirements to improve the odds of a computer or human tagging your resume for consideration.

-Don't pay to have your resume posted anywhere. For almost every job, there are plenty of other free job board, niche site and individual company options to get noticed.

-Spend a Sunday afternoon and upload your resume to as many databases as possible. "It may pay dividends on Monday morning," she said.

- *McClatchy/Tribune news*

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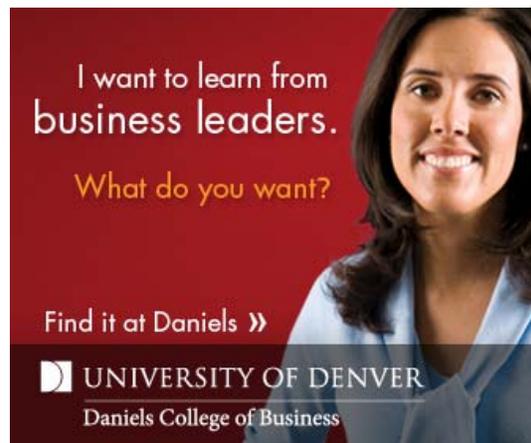
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