

The Online Resume Primer

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Agenda

- **Text Resume**
- **Posting Resumes Online**
- **Setting up “Job Alerts”**
- **Google**
- **Phishing**
- **Researching Companies**

Text Resume

▪ Purpose

- Smaller file that is 'searchable' by keywords.
- Only to be used when applying online or creating an account on a job board.
- By creating your own text resume you can make it look 'nicer' and add key words.
- Post on 3-5 job boards, including 1-3 niche sites.
- To find your niche site, use Google: "X Job Banks"

Posting your Resume Online/Job Alerts

Let's do a demo



Google

- **Great to use as a starting point to research companies and people**
- **Google yourself**
 - Put your name in quotes to pull up first and last name together
Example: "John Smith"
- **Google Alerts**

Researching Companies

Come prepared to your interview!

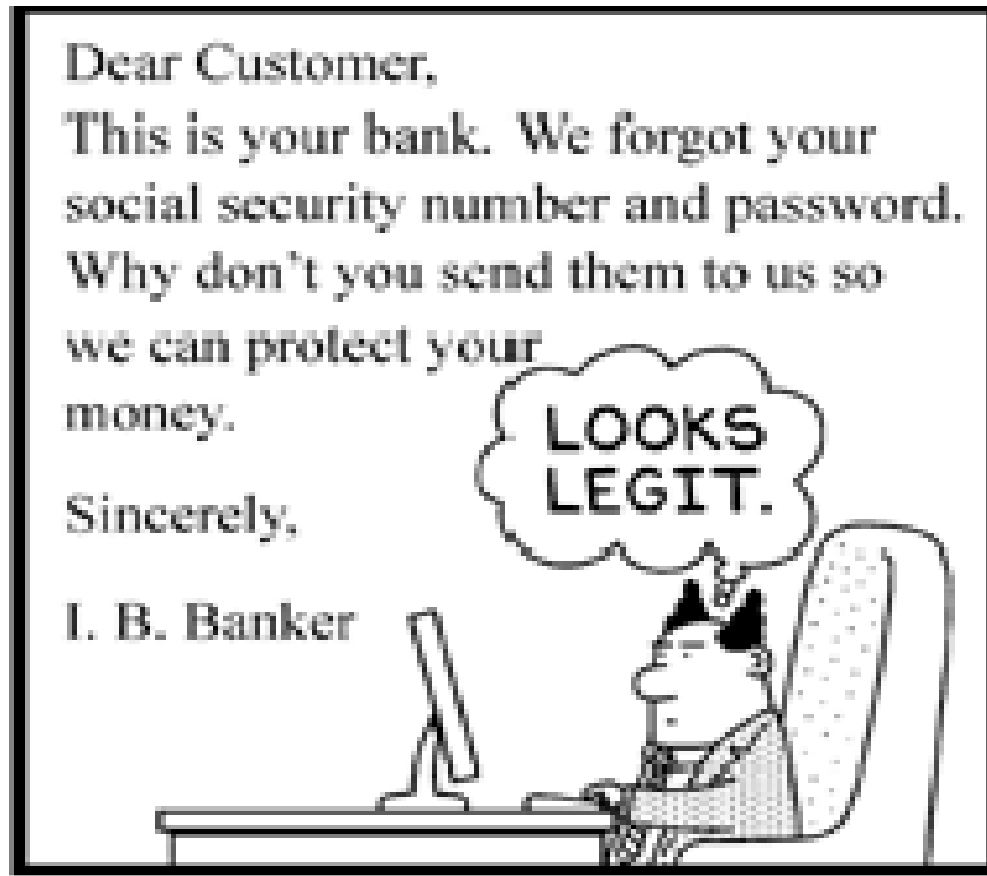
- **Free access to Hoover's through public library**
- **Great sites are listed on your handout to use to research companies**
- **Don't forget to research salary**

What is Phishing?

Phishing refers to luring techniques used by identity thieves to fish for personal information in a pond of unsuspecting Internet users.

It is a general term for the creation and use by criminals of e-mails and websites that have been designed to look like they come from well-known, legitimate and trusted businesses, financial institutions and government agencies.

Phishing



What Can You Do?

General rule of thumb:

If it seems too good to be true, then it probably is.

Research the company on the Better Business Bureau's website

Also research using Phishbucket - Demo

Q&A

Thank you

Questions?