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## University Advising & Career Center

University of New Hampshire • 102 Hood House • Durham, NH • 603-862-2064 • [www.unh.edu/uacc](http://www.unh.edu/uacc)

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### E-Resume & Online Job Searches

Recruiters are using more sophisticated online technology to meet their recruiting needs, while also complying with new Office of Federal Contract Compliance guidelines. The following are some suggestions to consider from a top recruiter at Osram Sylvania when conducting an online job search. Please contact a Career Advisor at UACC for more information. Our goal is to help you create an effective **online** resume in addition to your regular resume.

#### Federal Guidelines:

- Implementation of the new internet applicant nondiscrimination federal guidelines requires employers to collect some basic, confidential Equal Employment Opportunity data. Many employers are collecting this data prior to the interview. Two important things to know: 1) this information is kept separately from your application and cannot personally be attached to your applications; and 2) most large companies are now driving all applicants to their company's website to either complete a candidate profile or apply for a specific job opening. When you apply online, you will most likely receive a candidate number, which you will then present to the employer to assure that you have already applied online.

#### Posting to an Employer's Website:

- Make sure, when applying to a particular employer website, to save your candidate reference number. Recruiters who come onto campus may ask for that information as proof that you have officially applied to the company.
- Put your resume in a text or RTF format when copying and pasting to an employer's site. This is to ensure that it has maximum readability. Many candidates do not take the trouble to do this part, so the candidates who do really stand out. More information on this can be found at: [http://www.quintcareers.com/e-resume\\_format.html](http://www.quintcareers.com/e-resume_format.html). An abbreviated example is included in this document.
- If eligibility to work in the United States is unclear, and may lead the employer to make the assumption that you are not eligible to work in the U.S., state this information clearly in your online resume.
- Add a keyword section to your resume of 10 – 30 terms that would include skills and experience you have, as well as types of jobs you want. Don't embellish or include skills you don't have. Be as specific as possible: use industry terms, tools, and techniques as your keywords. Recruiters don't search for 'people person' as a key word, but may search for terms like 'AutoCAD' or SPSS. Avoid keywords about soft skills such as "good communicator."
- Employers are seeking to create a diverse workforce, and will be searching for diversity keywords. Diversity keywords include the acronyms of common diversity-oriented clubs and organizations: SWE, NSBE, NMBAA
- Periodically updating your resume on employers' websites may keep your resume in higher visibility to recruiters. Most company applicant websites have sophisticated back-end programs that 'rate' resumes. A resume that was updated last week may come up higher on a list of resumes than a resume last updated three months ago.

#### Posting on a Job Board:

- Create an email account that will be used solely for your e-resume.
- Remove identifying information such as address, phone number, and names of companies where you have worked. An example is included at the end of this handout.

- Use industry/profession specific language such as C++.
- If you mention an organization in your resume, spell out the words AND include the acronym. Do not use periods between letters in the acronym. Ex: SCOPE
- If just graduating, put “entry level” for the target job title on the posting website. If seeking an internship, simply put “intern.”
- Be specific about information provided on a resume. If your experience with AutoCAD is version 2.0, state it. Some smaller companies with older equipment may be looking for someone with this knowledge.
- When creating a resume profile on posting sites, make your profile title as specific as you can: “Entry Level Marketing & Public Relations Resume.” Avoid vague titles like “Bob’s Resume.”

### Recruiters’ Recommended Websites Include:

- [www.craigslist.com](http://www.craigslist.com) – includes job search capabilities & general e-resume posting board
- [www.careerbuilder.com](http://www.careerbuilder.com) – general e-resume posting board
- [www.hotjobs.com](http://www.hotjobs.com)– general e-resume posting board
- [www.dice.com](http://www.dice.com) – a top technology job board
- [www.jobcentral.com](http://www.jobcentral.com) –most unadvertised Fortune 500 company jobs on the web
- [www.latpro.com](http://www.latpro.com) – the largest Hispanic & bilingual jobs and diversity career board in the Americas
- [www.simplyhired.com](http://www.simplyhired.com) – pulls both part-time and full-time positions nationwide into one searchable database

## Sample Abbreviated Text E-Resume

Jane A. Doe  
jane.doe@yahoo.com

### OBJECTIVE

To obtain a position in publishing and editing.

### EDUCATION

BA, Communication with a minor in Spanish, 5/2007  
University of New Hampshire (UNH), Durham, NH

### RELATED EXPERIENCE

Editorial Intern, 7/2006-present  
*Large Regional Newspaper with Circulation at 2M.*  
Newington NH

- \*Copyright galley proofs for elementary text books
- \*Check and verify sources for facts in text books
- \*Participate in weekly staff meetings

### LEADERSHIP EXPERIENCE

First-year Orientation Leader, 5/2005-6/2005 and 5/2006-6/2006  
University of New Hampshire, Durham NH

- \*Emceed events for over 60 first-year students to facilitate their knowledge of UNH campus
- \*Conducted presentations for parent groups, tours and student groups
- \*Addressed individuals’ unique concerns and questions on a one-on-one basis as needed

### KEYWORDS

Press Releases, Column Writing, Editorials, Leadership, Editing  
News Reporting, Sports Writing, Speeches, Spanish, Marketing  
Power Point, Excel, Photography, Books, Sales  
Editing, Proofreading, Publishing, Presentations  
English, Grammar, Writing, Public Speaking

**When creating a text or RTF format,  
remember the following:**

- \* Use the spacebar instead of tabs.
- \* Don’t underline, bold, or italicize text.
- \* Keep text left justified. If you must center something, use the spacebar.
- \* Use commonly accepted fonts such as Courier, Arial, and Times New Roman.
- \* Do not depend on word wrap functions. Use a hard return instead.