

# *Posting a Resume*

*Posting a resume on the Internet is an important skill. As the Internet has become ever increasingly important in our work life, so to has it become important in finding a job in the first place.*

*In this project you will post your resume, and apply for a position. This will help you build the skills necessary to look and apply for work from any Internet connection! Before you begin this project you should have already created a resume using word.*

*Good Luck!*

## **What you need to do:**

- Create an Email Account at Hotmail.com, or Email.com (only if you don't have an email account already).
- Have your resume printed out or on disk.
- Create a member account at Monster.com, or HotJobs.com.
- Post your resume.
- Search for jobs online.
- Apply to at least 2 positions.

**\*\*Show your teacher that you have applied to various positions.**

## **How do you do this stuff, anyway??**

### **Create an email account**

Go to [www.hotmail.com](http://www.hotmail.com) and click "Sign-Up" for an email account:  
Follow the instructions on the page will help you sign up for an email account.

### **Create a Monster.com or HotJobs.com user account**

Open Internet Explorer, and in the address bar enter:  
[www.monster.com](http://www.monster.com) or [www.hotjobs.com](http://www.hotjobs.com)

Click on: Post Resume > New User Click Here

Follow the instructions on the page to help you create your account.

### **Convert your resume to .txt:**

Before you begin, you will want to save your existing resume as a .TXT file, this will eliminate strange characters that may occur in the copy/paste process. To convert your resume, open Word. Next open your resume then:

**Click FILE > SAVE AS > SAVE FILE AS "TEXT ONLY (.txt)".**

**Posting a Resume:**

Often when you want to post your resume, you will simply copy and paste sections of your resume (from the text-only version of your resume) into the text boxes provided.

Follow the instructions on each page. If you have questions see your instructor.

**Search for a job and apply online:**

Please search for employment opportunities on the Job board of your choice. Once you find a position that suits you, apply online.

\*\*Specific instructions for posting to a job board, and creating a resume online are available at each specific site. You will need to follow these steps to ensure that your resume is posted accurately.