

RÉSUMÉ TO REFERRAL...

Résumé and Career Services

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Sample Job Bank Posting Report

Reports will reflect your logo and contact info. Simply skim the report, forward to your client, and voila!

We strive on a process where you're as hands-off as possible.

THANK YOU for using my service! Your project is complete. Your resume and/or cover letter and bank package you requested. Although every attempt was made to ensure each site received your materials, I cannot guarantee inclusion of your materials.

Confidential Email Account

The below email address was set up on your behalf. The temporary email houses any spam or unwanted junk you do not wish to receive within your primary email account. When available, you were signed up for job agents. Do check your email account on a daily basis to view fresh job postings that match your search criteria.

Client: *Jane Doe*

Visit: <https://login.yahoo.com/config/login?.src=fpctx&.done=http://www.yahoo.com>

User: *JaneDoe@yahoo.com*

Your password is *jobsearch101*

Job Bank Package

Your resume is now visible at the following job banks. The user name and password to access your resume is contained within each email confirmation currently listed within your new temporary Yahoo email account.

A user name and password is required for sites which indicate "networked," nor will you have email confirmations, yet your resume is searchable by recruiters and hiring personnel accessing those sites.

1. Nation Job
2. Monster
3. Career Builder
4. MSN Careers (networked)
5. Hot Resumes
6. Lycos Careers (networked)
7. Job (networked)
8. Hire Diversity (u:private)
9. Wet Feet (networked)
10. Employment Partner
11. Jobs.MX (networked)
12. CareerBuilder (networked)
13. CareerBuilder (networked)
14. CareerBuilder (networked)
15. CareerBuilder (networked)
16. CareerBuilder (networked)
17. CareerBuilder (networked)
18. CareerBuilder (networked)
19. CareerBuilder (networked)
20. MyCareerSpace
21. Resume-Search
22. Employment911
23. Net Temps
24. Pro Hire
25. The Talent Bank (networked)

* Some job banks share databases, therefore, your resume may be viewable w sites not listed above.

* **For additional exposure,** we signed you up for the Indeed.com job agent.

"Before everything else, getting ready is the secret of success." Henry Ford

Tips for a Safe Online Job-search

Be leery of submission invitations. Scammers and spammers follow the same patterns. Mass emails are sent to an enormous list of recipients. Not everyone on the "hit list" is searching for a new job; however, only a small number of people need to be convinced, or tricked into believing, the email is authentic in order for the scam to be deemed successful. Receiving an email from a recruiter states, "We saw your resume on the Internet, and we find your skill set to be perfect for one of our clients. Please complete our online application through the below link." Ask yourself a series of questions: Did you send your resume to this recruiter? Visit the company's website (type the web address into your browser, avoid clicking the link in the email); upon further examination are they reputable? How did they hear about you? Call the company and proceed with caution when you receive a cold-contact email from someone.

Providing your clients with a clear definition on how to job-search safely is critical in today's online environment. Your client's successes, equal your successes.

Avoid responding to requests for a social security or credit card number. Let's say you receive an email from a job bank. The email states that your account needs your contact and payment information for service renewal. You click on the link and you're taken to a page that looks, feels, and "smells" right. You proceed by submitting the requested information. The link appeared safe, but you were taken to a site designed to defraud you. Reputable companies will rarely ask for personal information via email so examine every incoming email for validity.

When using any online service, ensure your information is encrypted upon hitting submit. Encryption, in short, ensures the private information you submit online is kept safe. When at your browser, you can recognize an encrypted form when the root URL starts with "https:" instead of "http:" or seeing the padlock present in the bottom right corner of your screen. Purchasing from companies having added security measures in place can ensure your private information avoids the hands of ill-willed people. Learn more about encryption by reading Jeff Tyson's article titled, "How Encryption Works," at howstuffworks.com.

Read and understand the privacy policy of sites you patron. The Better Business Bureau possesses a strict policy for members who do business online. A privacy statement must be displayed on the company's website, no exceptions. High business practices are a necessity for maintaining the trust of online buyers; and the BBB understands the critical importance of trust among consumers. A privacy statement outlines what type of customer information is collected and how it's used. Alliances and partnerships, for example, arrange for Company A to sell or pass on client information to Company B. The information transferred or sold could be basic, like name and email address, or far more in-depth like name, address, social security number, and phone number. No matter how basic or detailed the information, the company must have the logistics spelled out in their privacy policy.

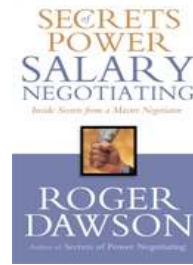
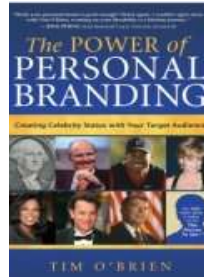
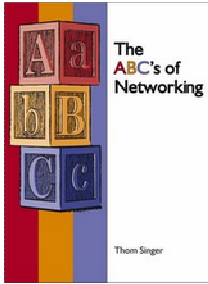
Tell! Reports show an estimated 80% of online fraud goes unreported. If the proper authorities aren't aware of the magnitude of fraud that actually exists on the Internet, then getting the much-needed funds to battle the problem will take more time. The Internet Fraud Complaint Center (ifccfbi.gov) has an online complaint feature for individuals to report phishing attacks. The IFCC report process requires basic information, including information on the perpetrator and type of fraud.

In addition to filing a complaint, forward the fraudulent email to the legitimate company. Phishing is smearing the good names of countless companies, and notifying the company about the scam can also help the fight. Companies being brought onboard will ensure well-rounded efforts to this epidemic.

Avoid giving your information out freely. Whether you're at the end of a phishing attack or the job application requires more information than you're willing to provide, proceed with caution. Much like you'll analyze job opportunities; intensely examine each person who receives your personal information. With safe online practices, you'll get the best return from your job-search efforts — instead of spending hours filing a police report and calling credit bureaus and credit card companies.

"The secret of every man who has ever been successful lies in the fact that he formed the habit of doing those things that failures don't like to do." A. Jackson King

Interesting Reads



"Bits of Career Advice"

- **Utilize customized cover letters for each resume recipient.** Readers should be left with the impression that the letter wasn't written exclusively for them, not dozens of others. Professionally written cover letter can make a huge difference in a jobseeker's return, so utilize well-written documents at all times. (*Note: If you need assistance with customized cover letters, let me know ... I'll be happy to assist.*)
- **Focus on quality submissions.** Jobseekers sometimes under the impression that with the ease of the Internet they should apply to as many jobs as possible — that's simply not true. Focus on quality submissions — "qualifying" — worthy of your time and effort.
- **Let your resume speak for itself.** Research strategies. LinkedIn and other online networking and job-search tools are changing how jobseekers job search. Don't be left behind. Other channels to consider include an online portfolio, professional blog, participating in related forums, and miscellaneous personal branding strategies. Taking a "forward" approach to your job search will open doors and assist you in securing progressive job opportunities.

We help you upsell clients with a discrete message on your resume



In Search of the Right Employee

(Learn what hiring agents are doing, and what's motivating them to do it. Keep in mind that this article is written from the hiring side.)

The situation isn't critical yet, but the U.S. Department of Labor has sent a warning shot over the bow of many employers with its recent report that a 3-million-worker shortfall is expected by 2012, with the total number of jobs expected to jump nearly 15 percent over the next decade while the workforce only grows by 12 percent. The reason? Call it the Baby Boomer Bust.

By 2012, there will be more employees exiting the workplace revolving door than entering it. One in six workers is currently over the age of 55 and that part of the labor force is on the pathway to retirement. This is bound to make the challenge for hiring the best employees an extremely competitive environment.

"Making the right hiring decision is more important today than ever before," writes Del J. Still, in his book *High Impact Hiring: How to Interview and Select Outstanding Employees*. "I don't have to tell you about the impact of smarter competition and globalization of today's businesses ..."

"Always aim for achievements, and forget about success." Helen Hayes

So the pressure will be on human resource managers and hiring and development personnel when it comes to recruiting the top talent for their companies. And those companies will likely have to adopt trends to satisfy those potential hires in order to secure the best workers.

