

# Alumni Consulting Group

IT Consulting – Contract to Hire – Direct Placement

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## How To Effectively Utilize Job Boards

Job boards are an important part of your job search strategy when used properly.

- Most importantly, job boards shouldn't be your only job search strategy. The best way to find a job is through networking.
- Distinguish yourself from the crowd. Recruiters and HR employees receive hundreds of resumes from online job postings. If you see a job that looks interesting, go to the company website and call the recruiter or HR department directly. Don't mention that you saw the job posting; simply say that you were researching companies and their company looks like a great place to work, and that you'd like to submit your resume. They'll likely ask you to email your resume, but now there is a better chance someone will recognize your name, just from that brief conversation, and at least open and review your resume.
- Make sure your resume includes all pertinent technical skills and their abbreviations. You probably want a "Technical Summary" somewhere on your resume. Many recruiters search primarily by key word, and you want to make sure they find YOUR resume. You also want to include technical skills throughout your work experience. The more times your core skills are mentioned, the higher the job board will rate your resume in relevance when a search is done for those key words.
- Refresh your resume a couple times per week. Some job boards (and many recruiters) will sort the search results by active date, and will review the most recent resumes first.
- Use all the job boards. Some companies use specific job boards and may not use all of them. Include Monster, DICE, and CareerBuilder, and if you can find some niche boards specific to your technical skills, use them as well.
- Make your resume headline match the job you are targeting, such as "JAVA Developer" or "Oracle DBA".