

Tips for Maximizing the Success of Your Profile Submission

1. **Take your time and follow instructions.** Each online process will be a little different and will take a few minutes. When you have questions, look for the help keys around the sections you don't understand.
2. **Choose your e-mail address carefully.** Many of the pre-screening systems are e-mail driven, and the e-mail address you give becomes your key identifier. Only enter one e-mail address (preferably not the one at your office), and be sure that it sounds professional—even if you have to change the one you already have. Receiving mail from speedracer@aol.com might amuse your friends but it won't do the same for prospective employers.
3. **Be sure to include “buzzwords” in your profile** that you think will increase your chances of being pulled up when recruiters do a key-word search. They may include a specific skill set or security clearance you have, a certain school, degree or certification, a competency in a specialized computer software, etc. When a recruiter enters “Oracle,” “MS Engineering,” and “fluent Spanish,” as their criteria for a job, the profiles of candidates who meet the criteria will only pop up if they include those words.
4. **Check your spelling and word usage.** You and your profile will appear more professional, and it will look like you cared enough about getting a job with that company to take the time to do a careful job. Plus, misspellings may keep your profile from coming up in a key-word search.
5. **When creating your resume:**
 - Create a plain text format for when a company's site requires a cut and paste version. Graphics and information in boxes will not carry over.
 - Be concise (use bullet points and keep it to 1 or 2 pages)
 - Begin with your most recent work
 - Show progression and stability
 - Show accomplishments
 - Use the right language (i.e., did you do the work or did you manage a team that did the work?)
 - Don't embellish; be scrupulously honest. Employers will check what you've told them.
6. **Include all relevant information.** The more specific information you enter about yourself on your profile, the more information recruiters have to key-word search.

7. **Print out the profile you entered** at one site to use as a guide for answering similar questions at another.
8. **Keep checking the sites of companies you've submitted profiles to** for new job postings. Even if you've entered a general profile on a company's site, submitting your profile to specific jobs you're interested in may increase your chances of getting an interview for one of them. That's because your profile will automatically appear on a recruiter's possible candidate list for those jobs.