

Cyber Resumes: Should You or Shouldn't You?

Cautions:

- Realize that web job sites sell resumes to "employers," who may or may not be screened to verify they are who they say they are. That may make your personal information available to scammers, identity thieves, etc.
- Your identity could be stolen
- You could receive LOTS of spam email
- You could lose your job if your current employer finds out that you've posted a resume
- Don't post your resume on a newsgroup. It then becomes available to anyone with an Internet connection.
- Unethical commission-based recruiters could actually reduce your chances for a job

Precautions (protect yourself):

- Always read the job site's Privacy Policy thoroughly. If there isn't a Privacy Policy, don't submit to them! If you are uneasy about the terms of the Privacy Policy, don't submit there.
- Limit any personal information you include on a cyber resume. Omit your name, address, phone numbers, business email, and personal email addresses. Instead...
- Use a Yahoo or Hotmail-type email account specifically dedicated to the job search. This will separate the spam from your ordinary email account and protect your identity. Be sure to select a professional sounding account name.
- Don't use resume distribution services. Like spam, they are unlikely to generate much response and are more likely to make you look desperate or unprofessional.
- NEVER provide your Social Security number or mother's maiden name to anyone approaching you about a job.
- Don't include your current employer's name on the resume. Instead use an accurate description of the business, such as "local plant nursery" or "multi-state discount retailer."