

# Using Job Boards Top 10 Mistakes



10 Easy Steps  
to get the  
Job You Want!

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- 1. Relying exclusively on them.** Competition is steep on job boards, with thousands of people applying to the same jobs. Don't rule them out completely, but be sure to spend time networking for leads.
- 2. Not focusing your resume on keywords.** Don't simply post your regular resume. Online resumes are searched and ranked based on nouns and keywords. Modify your resume accordingly so you don't needlessly disqualify yourself.
- 3. Limiting your reach.** Don't limit yourself to the popular job boards. Explore niche and regional job boards for opportunities. Also determine which companies you would like to work for and check out their corporate career sites.
- 4. Applying to everything.** Don't apply to jobs just because they sound "great". If you're clearly not qualified for a job, don't waste anyone's time - including yours. You may lose credibility when an appropriate opportunity arises.
- 5. Not checking them regularly.** Don't spend all your time on job boards, but be sure to schedule regular check-ins so you don't miss any suitable opportunities. If a job is newly posted, apply early to beat the rush of resumes that will flow in as the deadline approaches.
- 6. Failing to follow instructions.** Due to the volume of applicants, there is generally a strict process that you must follow when applying to jobs online. Don't ruin your chances by circumventing the process.
- 7. Not using them as a research tool.** There is much information to be gleaned from job boards. You can identify market trends as well as find out which companies are hiring and which recruiters are active in your area of interest.
- 8. Having an outdated profile.** You never know when a potential employer might be searching online for someone with your qualifications. Keep your information accurate and up to date so they don't pass you over.
- 9. Being inflexible.** Be open to considering opportunities slightly outside of your criteria. You don't want to broaden your search too much, but keep in mind that postings contain limited information, so don't discount a job prematurely.
- 10. Not having an objective or experience profile on your resume.** If you've submitted a cover letter, it may not be read. Therefore, be sure to clearly and succinctly state your objective and/ or include an experience profile in your resume.

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