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## Cyber Resumes Everything You Wanted To Know About Putting Your Resume On The World

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## Cyber Resumes

### Everything You Wanted To Know About Putting Your Resume On The World Wide Web-- But Were Afraid To Ask

BLOOMINGTON, Ill.--Looking for a job? So, how about plugging into the world's largest job-search network--a worldwide system open 24 hours a day, seven days a week, 365 days a year?

All you have to do is turn on your computer, hook up to the World Wide Web, the global computer complex, and type: titan.iwu.edu/~ccenter/resume.

That will connect you to, "Web-able resumes," a web site developed by Doug Kimball, a career development specialist at Illinois Wesleyan University.

Kimball's web site, on line since February, is a one-stop shopping center, focusing on how to craft a top-notch resume for circulation in cyberspace.

"I wanted to inform people about everything that's on the Web" about how to search for a job, Kimball said, "condensing this information into one unit and making it a one stop resource.

About 40 percent of employers are using the Internet to fill jobs, according to Kimball. Consequently, days could be numbered for the traditional method used by job seekers of stuffing cover letters and resumes into a manila envelope with a stamp.

Last month, Joyce Lain Kennedy, the nation's No. 1 career columnist, mentioned Kimball's Web site in an article. "It was the only university site mentioned in the article," Kimball pointed out.

"I try to cover all levels of technology used to get resumes on the Web," said Kimball, who has been on the staff of IWU's Career Center for two years and also is associate director of the Karin Bone Athletic Study Center at Illinois State University.

Those levels of technology include E-mail, the easiest and most common method of putting resumes on the Web, to scannable resumes that companies can place in computer files, to HTML resumes, the most sophisticated way to post information on the Web.

"Web-able resumes" also offers information about placing resumes in various employer and other databases and preparing resumes for scanning by optical character recognition. It offers advice on various computer programs available to devise "web-able resumes." The Web site also lists free and fee-based sites where resumes can be posted, as well as services available to help job seekers create "web-able resumes."

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## "Web-able Resumes"/2

Kimball's site also counsels job seekers about confidentiality and security issues surrounding their "web-able resumes."

It points out that: "For many people, a big question and fear is who might see their personal information on-line . . . Once you post a resume on the Internet, anyone could access that information. You may be just as likely to get a phone call (or-E-mail message) from a deranged lunatic as you are an interested employer. (Well, maybe not that likely. Some caution is healthy; too much is not.)"

"The electronic job-search process is a growing and important factor," in the job-search process, Kimball said, cautioning those in the job market that "using the Web is just one factor in looking for a job--only using the web is like sending out only one resume."

Kimball's advice is to use cyberspace in conjunction with networking and other more traditional job-search practices.

"Web-able resumes" is linked to other career information sites, including the Riley Guide, JOBNET, and the University of Minnesota.

The project was an outgrowth of an IWU student inquiry about placing resumes on the Web for a presentation to the student chapter of the American Marketing Association, as well as Kimball's interest in Internet job searching.

"I thought it was a neat thing to do," Kimball said. "But I didn't want to just give a presentation."

Previously, Kimball devised a two-page fact sheet, a handout called "Incorporating the Internet into Your Job Search." An hour after he posted it on the Web he had 20 messages about it, 84 by the end of the day, and 210 over three days.

That piece points out the importance of using the Internet in looking for employment: "Many job seekers cannot search for work during regular business hours because of current work schedules or other responsibilities. The Internet is available to you when you are ready to use it, 24 hours a day, seven days a week, regardless of time zones. Employers aren't concerned that you are looking at the job opportunities at 2 a.m., they are only concerned with finding the best person to fill the position."

The fact sheet adds: "Your Internet job search demonstrates to an employer your familiarity and skill with this new market area, and that could set you apart from other candidates in the eyes of an employer."

Kimball earned a bachelor's degree in psychology in 1991 and a master's degree in

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### "Web-able Resumes"/3

counseling in 1995 from Illinois State University. As a career development specialist at IWU, he helps students understand the career choices available to them.

IWU, founded in 1850, enrolls about 1,900 students in a College of Liberal Arts, College of Fine Arts, and a four-year professional School of Nursing. A \$15 million athletics and recreation center opened in the fall of 1994; and a \$25 million science building opened in the fall of 1995. The \$4.6 million Center for Liberal Arts--a facility housing 60 faculty offices, six classrooms, and other facilities for social science, humanities, business and economics, and interdisciplinary studies' faculty--is slated to open next fall, as well as a new \$6.8 million residence hall. The Carnegie Commission for the Advancement of Teaching promoted Illinois Wesleyan to a "Baccalaureate I" institution in 1994, a classification that places it among 161 highly selective National Liberal Arts Colleges in the annual *U.S. News & World Report* rankings. *Barron's Profiles of American Colleges*, another respected college guide, rated IWU "highly competitive (+)" in its latest edition.

**Editor's Note:** To obtain copies of Kimball's fact sheet, "Incorporating the Internet into Your Job Search," write Doug Kimball at IWU Career Center, Gulick Hall (lower level), 109 E. University Ave., Bloomington, Ill. 61704.