

UPLOAD YOUR RESUME ON OUR DATABASE AND LET EMPLOYERS FIND YOU

Your resume provides the very first impression of you to a prospective employer. If you decide to post your resume on www.employmentjamaica.com, we suggest you take notice of the below information before uploading your resume. This will make it easier for employers/recruiters to find you.

1. **Register only in the “Job Seekers” section.**
2. Complete ALL forms in its entirety; the selections for employment are determined by the information you provide.
3. When filling out the “Create New Resume” form be specific with your **Resume Title** – this is critical when employers/recruiters are searching our database for resumes. A Resume Title as “John Smith’s Resume” or “University Graduate” is not suitable. Instead, use a Resume Title that describes your profession or skills such as, “Business Researcher” or Pastry Chef”; this makes it easier for employers to search and find you.
4. For security and privacy - do not include references with names, addresses and telephone numbers of individuals – instead put “**References Available Upon Request**”. (If someone is nice enough to provide a reference for you, don’t repay the favor by placing his or her personal information at risk).
5. If you do not want your current employer to know you are looking for a job, do not list the employer, or company by name. Simply offer a generic explanation, such as an “international software company.”
6. Upload your resume in our database only once. When submitting your resume, please upload it in Word or Text only; our system works best when you upload your information in a Word document.

ADD YOUR PHOTO TO YOUR ONLINE PROFILE

7. One of the most effective features of our job site is the ability to attach a photo to your resume. Please submit a clear head and shoulder professional photograph, remember that you are seeking employment –

this is not for the purpose of dating, or connecting socially. If you have any problems uploading your resume please contact, support@employmentjamaica.com

ADD A VIDEO RESUME

A video resume is optional, but it is worth considering. It is an opportunity to give a short sales pitch about yourself and why an employer should hire you. Keep the sales pitch professional, describing your skills and qualifications. If done right it can be a useful tool in assisting you to market yourself to prospective employers.

Keep your online resume fresh - It is important to update your profile and resume at least once every six months; a refreshed resume has more of a chance of catching an employer/recruiter's eye.

Generally it's FREE to post your resumes on www.employmentjamaica.com – but if you would prefer to stand out from the competition and get faster results, you might consider participating in our [upgraded resume service](#).