

# Quality Résumé \$20

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[www.qualityresume20.com](http://www.qualityresume20.com)  
(253) 631-5222

## Networking with Business Cards

When handing out a résumé is conspicuous, an easy alternative might be to give out a business card. In social situations you might recognize that it is a perfect circumstance to share your résumé. Or perhaps someone has asked you directly for a résumé and you don't have one with you. You hand them your card and ask them to contact you via email or telephone and you will promptly forward a résumé to them. It is not at all awkward at this point to ask them for a business card or their phone number in return. This will allow you to make first contact if too much time elapses. You can take advantage of a wonderful site I know of called Vista Print. They offer free business cards...all you do is pay for shipping. Go to: [www.vistaprint.com](http://www.vistaprint.com)

## Online Applying

If you are at all familiar with applying for jobs online you know that you must set up an account, create a user name and password for each site prior to submitting for a single job. This can be tedious and does require you to maintain good records so that if you want to submit for more than one job you do not have to create a new account each time.

There are services that will apply for you, such as MyJobHunter.com or ResumeRabbit.com. These services definitely get results, just read the testimonials on their websites. However, the downside is that you might be competing with hundreds of applicants for the job. It may be necessary to do some of your own legwork. There are times when setting up an account

and password is the only way to access the job you want. The service may claim to be able to apply to all the top job sites, but that will exclude some of the really great job sites. So if you want a more customized application result and not just having your résumé dumped into a job bank, then you should take a more hands-on approach. Take for instance that you want a job at Boeing, the only way to search for jobs and apply is to go directly to the Boeing website yourself and apply online. (*Quality Résumé \$20* assists with this type of submission) Definitely go for it if you want it. The sites that will broadcast your résumé may bring you some interesting leads but YOU are still your very best advocate and some personalized attention may be required to achieve success.



*Quality Résumé \$ 20* offers one-on-one computer tutoring for MS Word, Excel, Access, PowerPoint, email, and Internet navigation and research.

## Why Network?

Job referrals are the strongest possibility for successful job leads. To know someone on the inside of a company that can recommend you for the job puts you ten steps ahead of the competition. The employer may be required to offer the job by posting it, but if you can take advantage of your contacts to be assured of an interview, then half the battle is won. I tell my clients that a résumé is not suppose to get you the job, it's only purpose is to get you the interview. A successful résumé will pre-screen you for the interview. The rest is up to you.

email: [qualityresume@msn.com](mailto:qualityresume@msn.com)  
Fax (253) 638-1658