

Using Technology to Advance Your Career Tool

Tips to help you advance your own objectives:

✓ How to Create An Account On Monster



1. Things You Will Need:

- Internet Connection
- Your Information
- The whole process (including building a resume from scratch) can take up to 2 hours, but can also happen in as little as 15 minutes if you already have a resume ready to upload.

2. Sign Up

- Visit the Monster home page and click on "Join Us"
- Fill out the "Contact Info" box with your name, address and phone number.
- Complete the "Login & Email" box with your chosen password (between 8 and 20 characters) and email address.

3. Add Career Info

- Use the drop-down menus in the "Career Info" box to specify your career level, work experience, degree attained, target job title (i.e., Freelance Writer or Elementary School Teacher), U.S. military service and security clearance level. In this box, you can also choose to create a Monster Job Search Agent automatically to expedite your future job searches on this Web site.

4. Add Resume

- Choose to "Build my resume online (recommended)," to "Upload my resume" or to "Copy and paste my resume" in the "Resume Options" box.
- Respond accordingly to the short ads regarding contacting you about related offers. Click "Create Account."

5. Build Your Resume

- Create a title for your resume in the "Resume Basics" box. Here, you can also select whether or not you want your resume to be viewed publicly.
- Describe your work experience in detail, including the company name, address, city, state and job description in the "Work Experience" box.

- List your academic/training experience in the "Education" box. Include your institutions, addresses, majors and optional descriptions of honors and awards.
- Choose your job options in the "Target Job" box. You will need to specify full-time or part-time preferences, as well as which job categories you are interested in.
- Answer the "Work Status" question regarding your eligibility to work in United States. Click "Update Account" to finish.