

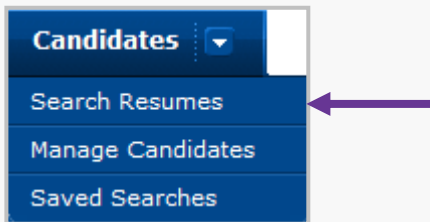
RESUME SEARCH EXAMPLE

Step-by-Step Actions

Scenario:

Our target candidate is an inside sales representative with experience. The position is located in the greater Chicago area. It requires a Bachelor's degree and pays between \$50,000 & \$70,000.

1. Place the mouse over the "Candidates" tab, and then click on "Search Resumes".



2. Enter "Sales Representative" in the field below.



This is an example of general keywords. Monster searches the entire resume for general keywords.

Keyword [Search tips](#)

3. Select the "Search Period".



Monster recommends that you select "All Resumes" (as shown) when you begin your search. This should provide you with the widest range of results.

Resumes posted from to

4. Enter the ZIP Code for Chicago and select 50 Miles as the search radius.

Search ZIP Code Radius

Country

Only show job seekers within of ZIP Code [Find a ZIP Code](#)

5. Enter the Salary Range as \$50,000 to \$70,000.

Desired Salary

Min Max

Also show resumes that do not include Desired Salary.

6. Select "Bachelor's Degree".

Job Seeker Profile

Only show job seekers with the selected [education level](#)

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7. Select "Experienced (Non-Manager)".

Career Level
Only show job seekers with the selected career level.

- Student (High School)
- Student (Undergraduate/Graduate)
- Entry Level
- Experienced (Non-Manager)
- Manager (Manager/Supervisor of Staff)
- Executive (SVP, VP, Department Head, etc)
- Senior Executive (President, CFO, etc)

8. As your Company Category, under the Sales/Retail/Business Development category, select "General/Other: Sales/Business Development".

Company Categories
Only show job seekers interested in the selected categories.

Available » Click a checkbox to add

- Quality Assurance/Support
- Sales/Retail/Business Development
 - Account Management (Commissioned)
 - Business Development/New Accounts
 - Field Sales
 - Financial Products Sales/Brokerage
 - Fundraising
 - General/Other: Sales/Business Development
 - Insurance Agent/Broker

9. Click  to display the results.

10. If the total number of resumes in your search results is too large to manage, return to your search criteria by clicking on "Modify Search". Add your additional search criteria.

Search

Current Search Criteria

- Keyword sales representative
- Posting Date Today - All Resumes
- Location 60606
- Radius 50 mile radius

[Modify Search](#) | [New Search](#)

RESUME SEARCH EXAMPLE

Step-by-Step Actions

Examples

- Add “inside” to the “**Keyword**” field

Keyword [Search tips](#)

- Add “sales OR account” to the “**Most Recent Job Description**” field in the “**Resume Detail**” section

Resume Detail
Enter keywords to search specific areas of job seeker resumes. [Search tips](#)

Most Recent Employer

Most Recent Job Title

Most Recent Job Description

Schools Attended

Inside is a general keyword search so Monster searches the entire resume for this keyword.



Sales OR Account are targeted keyword searches so Monster searches the “**Most Recent Job Description**” section of the resume for keyword(s) entered.

11. Click to display the results.

The number of resumes in your search results should be reduced after this search.