

Tips for Posting Your Resume Confidentially

Many individuals cut and paste their resume from a Word document, directly into the resume information field. If you are going to do this, you will need to do some editing to the information to keep it confidential.

1. Keep your name off of the resume; put a brief bio of yourself instead

For example: *Experienced attorney with more than 8 years of successfully working with H-1B clients, including Fortune 100 companies. Admitted to California and Washington State Bars.*

2. Make contact information your home/personal information

Include your cell phone number (unless the cell phone is provided by your firm) and a personal email address. Yahoo, Google and Hotmail all offer a free email service which you can sign up for.

3. Don't get too personal with the email address

It's ok to be skibum1@yahoo.com for all your family and friends who enjoy your passion for the slopes or SuziQTPi@gmail.com for your Mensa pals. For job hunting, career development professionals recommend you use something more formal like your full name, initials or a general description of your profession. Some examples follow:

John_D_Sample@hotmail.com

JaneCSample@yahoo.com

JDS@gmail.com

H1BAtty@hotmail.com

ImmigrationLawyer@yahoo.com

4. If your employer is not aware you are looking, generalize your current employment situation

It's ok to generalize your current work situation. Here are some examples of how to list your current employment/responsibilities without naming names.

Currently in my third year as an associate with 6-lawyer boutique firm in the San Francisco Bay area. Practice has been concentrated on family-based immigration and naturalization. Responsible for more than 50 client matters.

Senior Associate at large firm with offices in Chicago, Dallas and Miami. Oversee the immigration practice and pro bono activities at the firm's Chicago branch office. More than 8 years experience, including H-1B work, family immigration, litigation and many pro bono asylum cases. Directly supervise 1 junior associate and 2 paralegals.