



## How to Cyber-Safe Your Resume

### To Make Your Resume "Cyber-Safe"--

- *Minimal contact information makes it harder for your identity to be stolen or for your employer to discover your job search.*
  - *Remove* your standard "contact information" --
    - Your home and/or work address(es)
    - Your home and/or work phone number(s)
    - Your business e-mail address (big NO-NO!)
    - Your personal e-mail address if it is associated with a detailed profile on you (as in AOL, etc.)
  - *Replace* the standard contact information with --
    - Your personal cell phone number, assuming that it is unlisted (be it rolls over to a personal voicemail account if you don't answer).
    - Your personal e-mail address that is unconnected with either your home or your work, like one of the Web-based e-mail addresses (hotmail.com, Gmail, MSN, etc.).

Do NOT use a goofy e-mail address (e.g. hotstuff@example.com) or your messages will probably be deleted unread. Use the e-mail address as an opportunity to do some marketing and some differentiating - like sjones-web-pro@example.com or sjones-MBA@example.com.
- *Modify your employment history, particularly for the current job, minimizes the possibility that your existing employer will find your resume and fire you.*
  - *Remove* your current employer's name; replace it with an *accurate, but generic*, description --
    - "Nuts n' Bolts Distributors, Inc." changes into "small construction supplies distribution company"
    - "IBM" becomes "multinational information technology company"
  - *If your job title is unique*, replace your title with, again, an *accurate, but generic* title --
    - "New England Regional Gadget Marketing Director" becomes "multi-state marketing manager of gadget-class products"
- *Save your resume as "sjones-resume.doc," NOT as "myresume.doc" or "resume.doc," so your resume will be easy to save, and identify, on someone else's computer hard drive.*