



How to post your resume on Craigslist

In less than 5 minutes

This guide walks you through step-by-step instructions on how to easily and quickly post your resume on Craigslist. Tips and Recruiter commentary are added throughout, giving you an edge when using this service. Additionally, you'll learn how recruiters and hiring manager use Craigslist.

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Shorten your Career Transition

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Craigslist receives over two million new job listings each month, making it one of the top job boards in the world. Because Craigslist does not charge hiring professionals to search their database, it is the only site used by many companies.

Start here: www.craigslist.org/about/sites

Don't have a resume yet? Visit www.careerzition.com today and get a professionally written resume that results in interviews.

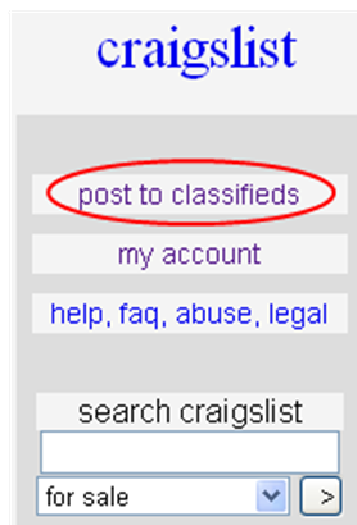
- 1) From the above address start by clicking on your city.

Note: If you've ever visited Craigslist.org in the past your browser may take you directly to your local craigslist page.

- 2) Sign in or sign up

Tip: While you can post your resume on Craigslist without creating an account, it is recommended to go ahead and create an account, so you can edit or delete your resume (when you land a job) without needing to refer back to the original email.

- 3) If you've used Craigslist in the past, the webpage you should see lists your recent postings. Click on "Craigslist" in the upper left-hand corner or skip to step 4.
- 4) If you've not used Craigslist in the past, the page you should be looking at looks like the picture below. Click "post to classifieds" to continue.



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5) Click "resume / job wanted"

What type of posting is this:

- [job offered](#)
- [resume / job wanted](#)

Did you know that only about 10% of all positions are filled using job boards?

Visit www.careerzition.com today to find out how other people are finding jobs today.

6) Enter a Posting Title and Specific Location

[richmond craigslist](#) > [resumes](#)


Posting Title:

Specific Location:

Recruiter comment: Don't underestimate the value of an effective title. Your title shows up in recruiter search results and says a lot about your creativity, and when used effectively, may separate you from the competition.

7) Select whether you show your email address.

Reply to: recruiter.steve@gmail.com

show hide anonymize (will show as: res-xxxxxxxx@craigslist.org) 

Posting Description:

Tip: Because Craigslist is a free service and does not require an account be created to access your resume, it is commonly scoured by spammers. For this reason we recommend selecting to anonymize your email address. If you choose to hide your email address, you must include one in the body of your resume or no one will be able to contact you.

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8) Paste your resume in the Posting Description block and click “continue.”

Recruiter comment: One common mistake people make when posting resumes on Craigslist is that they just post a sentence or two about their desired job. Recruiters will almost never call people who do this. Paste your entire resume in this section, but be sensitive to your personal information such as your address and phone number.

Tip: Unlike other job boards Craigslist does not allow “top-posting” or refreshing your resume daily; however resumes are automatically sorted first by keywords, then by posting date. Resumes automatically expire after 30 days. You may log back into your account and repost it then.

Congratulations! Your resume is now posted on Craigslist.

A Bureau of Labor Statistics study shows that people who use more than 2 methods to conduct their job search find jobs faster than those who only use 2 or fewer.

Visit www.careerzition.com today to learn how to execute a multipronged job search and find a job faster.