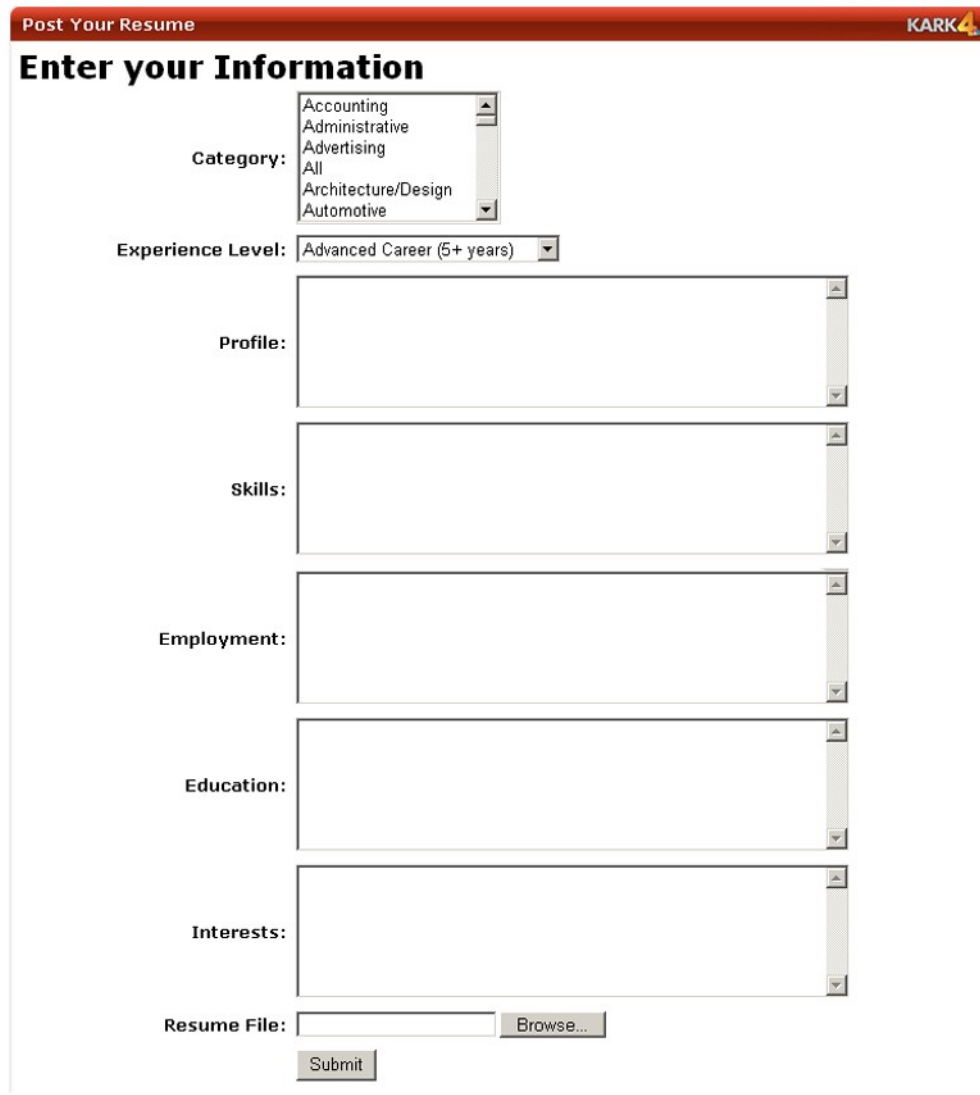


How to Post a Resume on ArkansasMatters.com

You must be logged in to post a resume. If you are not logged in you will be asked to do so. If you are not registered, you will need to register first. After you have successfully logged in, you will be able to begin creating your listing.

Use your internet browser to go to

<http://www.arkansasmatters.com/content/marketplace/resumes/post> The following form will be displayed.



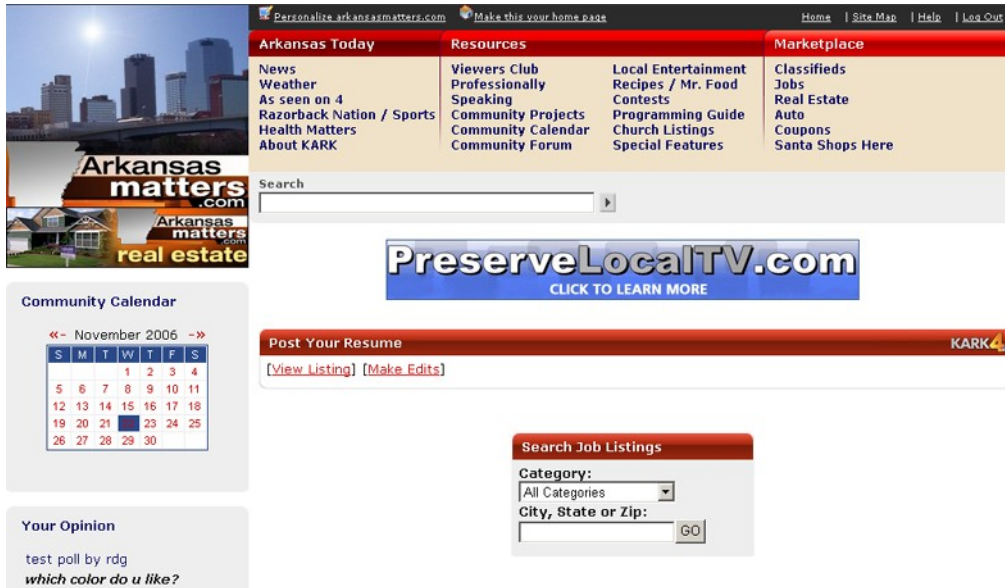
The screenshot shows a web form titled "Post Your Resume" with the KARK 4 logo in the top right corner. The main heading is "Enter your Information". The form contains the following elements:

- Category:** A dropdown menu with options: Accounting, Administrative, Advertising, All, Architecture/Design, and Automotive.
- Experience Level:** A dropdown menu with the selected option "Advanced Career (5+ years)".
- Profile:** A large text input field.
- Skills:** A large text input field.
- Employment:** A large text input field.
- Education:** A large text input field.
- Interests:** A large text input field.
- Resume File:** A text input field followed by a "Browse..." button.
- A "Submit" button at the bottom of the form.

Select the job category that best fits your resume. Select your experience level. Input your profile information, skills, employment information, education, and interests. Use the Browse button to upload a copy of your resume. When you have finished filling in the form and attaching your file, click the submit button.

This will take you to a page displaying the information you have entered, so that you can confirm it is correct. You can edit the information if you wish. Once you are satisfied that the submission is exactly how you want it to appear, click the Finish button.

Your listing will be posted and you will be forwarded to the following page:



From this page you can edit the listing. If you wish to delete the listing, it is done from this page as well, using the Make Edits link.

Only registered employers can view listings.