

# GUIDE TO CREATING ONLINE PROFILES

As you prepare to enter the job market, developing and presenting your personal brand is high on the list. You develop your brand in several ways and the most commonly used device is a resume. The resume is important to your job search because it is so versatile. It can be used as a point of reference for yourself, a document that you hand out during networking events, that you might attach to an email, you might even have a digital version online (not to be confused with your portfolio). Your resume is a concise collection of data that will tell the reader who you are, what your strengths are in and your experiences whether in education or at work.

Ultimately, the goal of entering the job market is to “land a job.” And while it is great to “land a job” as a new developer, it is in the best interest for your career to refer to “landing a job” more like creating a progressive career display, and the best way to display your growth is by showcasing it through every available avenue and tool.

A commonly used avenue is the online profile, where individuals create professional profiles on online job boards using the most commonly used tool – the resume. Creating profiles in the most popular and most applicable online job boards is imperative to showcasing yourself.

By using the online job boards, your skills and experiences are constantly available to hiring managers, talent acquisition specialists, contract hirers, and Recruiters to name a few and you have access to quickly submit your resume upon notification of a new job opening.

Keep in mind that each online job board will be a bit different in its capabilities and offerings, however, for the most part they are similar during the account profile setup. At the bottom of this guide you will find quick steps on creating an online profile.

In short, you will have to:

- Register an account with them.
  - Enter your personal details such as name, address, contact information.
- Provide your resume.
  - Upload a word or text file.
  - If the the option to copy and paste is available, make sure to copy and paste your resume AND upload your resume.
- Select your search criteria.
  - Identify the industry(ies) you would be interested in working with.
  - Identify the job title(s) you would be interested in applying for.
  - Identify the geographic location.

The tips below will assist you in making the most out of using the online job boards.

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## Tips:

- ☐ Do not limit yourself to one job board.
  - ☐ Always have the correct contact information!
  - ☐ Update your resume regularly.
  - ☐ Do not post your profile or resume confidentially.
  - ☐ Search using variations of the job title you are seeking.
  - ☐ Search using multiple locations - select a larger mileage radius.
  - ☐ Sign up to receive emails.
  - ☐ Download the apps to the job boards directly to your phone. By doing this, you will get notified of jobs that match your search criteria and you can apply directly from your phone. Note: Make sure to complete your profile with online job board online first so then all you have to do is log in. Your profile is more complete when you create your profile on a desk/laptop rather than your phone or a tablet.
  
  - ☐ Use your professional email to sign up with all of the sites. Use the same email address so that you use the same login to the sites and all of the information from the online job boards feeds into the same inbox. You will be able to create job search agents tailored to your desires and you do not want to flood your personal email with messages from the online job boards.
  
  - ☐ Use the resume you developed while in your program. This is a great resume to use because it is a simple and classic resume. And by simple, I am referring to design features. By using this type of resume, all you have to worry about is information. If you worry about modernizing the resume in reference to design, you are more likely to not update your resume on a consistent basis and your design can become outdated. The internet is not going anywhere anytime soon, so a classic resume is best: no design elements, sans serif fonts, no tables, black and white – linear and clean.
- Note: upload only PDF versions of your document and be honest about your skills and experience and use the same resume amongst all job boards.*
- ☐ Mentally prepare yourself and set aside time. Setting up these profiles takes time and can be a bit monotonous, but in the end, it will be beneficial to your online personal brand. Keep in mind that setup will take longer than updating, naturally, of course, and you should also update your profiles consistently. If you are employed, visit your profiles every six months. It is likely that you have new skills or projects that should be on your resume.
  
  - ☐ Identify which of the following, if not all, online job boards you'd like to join. The first six are specific to tech and web development, the next five are for freelancing, which is popular amongst web developers and the last websites are general sites that still serve as a useful tool to displaying your progressive career.

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The following list provides a the top job boards to create online profiles with - the top 10 are geared to technology and more specifically, web development. It is recommended to create a profile with each site.

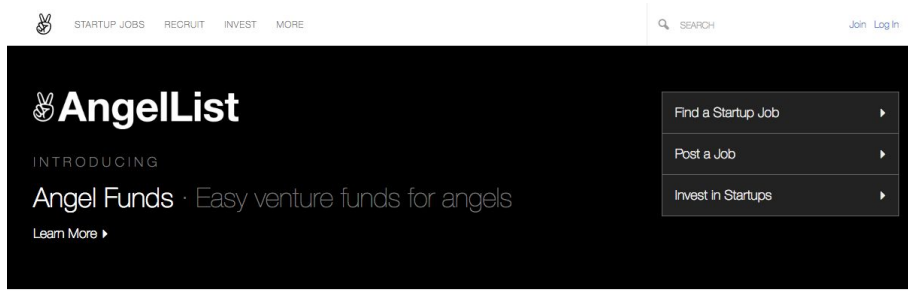
- ❑ [Angel List](#) - "Where the world meets startups."
- ❑ [Authentic Jobs](#) - "The leading job board for designers, hackers, and creative pros."
- ❑ [Dice](#) - "Access to millions of skilled tech candidates without the unqualified clutter."
- ❑ [GitHub Jobs](#) - Jobs specific to the web dev space.
- ❑ [Stack Overflow](#) - Here you create a Developer Story to accelerate your matches.
- ❑ [Krop](#) - "Get Found by awesome creative & tech companies."
- ❑ [Upwork](#) - "Get more done with freelancers." "Front-end developers, Back-end developers, Software Programmers and more..."
- ❑ [Guru](#) - "1 million jobs completed." "\$200 million paid to gurus."
- ❑ [Smashing Jobs](#) - "Known to be one of the most successful for creative professionals."
- ❑ [Freelancer](#) - "Millions of small businesses use Freelancer to turn their ideas into reality."
- ❑ [Toptal](#) - "The world's leading brands hire Toptal freelance talent."
- ❑ [Indeed](#) - "Let employers find you."
- ❑ [Glassdoor](#) - "Find the job that fits your life."
- ❑ [Monster](#) - "Find the best jobs, employers and career advice."
- ❑ [Simplyhired](#) - "Much more than just great jobs."
- ❑ [ZipRecruiter](#) - "You got this!" "Find your future job."

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## Quick Steps on creating an online profile:

- Example 1: AngelList
  1. Go to [angel.co](https://angel.co).
  2. Click on **Join**.



## Get a Job at a Startup

Apply privately to 64,967 startup jobs with one application  
No middlemen · See salary and equity upfront

Find a Job

Post a Job

3. Complete the Sign Up section: **enter your full name, email address and a password.**

## Sign Up

A screenshot of the AngelList sign-up form. It is divided into two columns. The left column contains three input fields: 'Your full name', 'Email', and 'Password (min 8 characters)'. Below these fields is a blue 'Sign up' button. Under the button, there is a line of text: 'By signing up, I agree to AngelList's Terms of Service and Privacy Policy.' The right column contains two buttons for social media sign-up: 'Sign up with Facebook' and 'Sign up with Twitter'. At the bottom of the form, there is a link: 'Already have an account? Log in »'.

4. Click **Sign up**.

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5. Enter your **current city**.

Welcome to AngelList, Benjamin!

Let's start with your profile. This will help you be successful on AngelList.

Current city, state or country required

Save & Continue

[Skip for now »](#)

6. Click **Save & Continue**.

7. Select your **interests** in the For Individuals section (on the left).

What are you interested in?

This will customize your experience.

FOR INDIVIDUALS

- ☐ **Jobs**  
Meet founders at 19,000+ companies. Free & private.
- ☐ **Building your network**  
Connect with millions of other professionals
- ☐ **Startup news**  
Keep up with the latest in startups and technology
- ☐ **Investing**  
Meet startups raising money
- ☐ **Offering Services**  
Offer contracting or consulting services as an individual

FOR COMPANIES

- ☐ **Recruiting**  
Meet 500,000+ high-quality candidates. 100% free.
- ☐ **Raising money**  
Meet investors on AngelList
- ☐ **Promoting your company**  
Share your work. Find potential customers and partners.
- ☐ **Applying to Incubators**  
Apply to dozens of startup incubators with a single profile
- ☐ **Finding Service Providers**  
Search thousands of people offering services on AngelList

Save & Continue

8. Click **Save & Continue**.

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9. Import your **contacts** or click **Skip for Now**.

Let's find some people you know.

Connecting with your contacts is the fastest way to grow your network.

## 1. Download your contacts from GMail

Download Contacts »

Skip for now »

10. Click **Yes, I'm currently looking** for a new job.

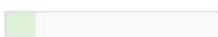
Are you currently looking for a new job?

23,867 of the world's best startups are hiring on AngelList

Apply privately · See salary upfront · No middlemen

Yes, I'm currently looking

No, I'm not looking



14% complete

11. Begin to complete your Profile. Enter a selection for **Select the role that best fits your current job**, enter **Job Title** and enter **Company**.

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Find a Job

See jobs that match your profile

## Create your Profile

Current city, state or country required

Miami x

Are you a student or recent graduate?

☐ Yes ☒ No

Select the role that best fits your current job required—you can change this later




Choose... ▾

Job title required

Company required — your company will not see that you are looking for a job

Create Profile

## Who's hiring on AngelList?

-  **Coinbase**  
Our mission is to create an open financial system for the world.
-  **Tinder**  
How people meet, like real life, only better
-  **Brit + Co**  
A new media and commerce company inspiring and enabling women to be more creative.

12. Click **Create Profile**.

13. Upload your **resume**.

Find a Job

See jobs that match your profile

Resume — Autocomplete your profile

Upload from computer Import from Facebook

PROFILE STATUS

☒ Active ⓘ ☐ Passive ⓘ ☐ Secret ⓘ

YOUR ROLE required

Software Engineer ▾ Add another role

YOUR PROFESSIONAL EXPERIENCE required

Choose years... ▾ Software Engineer experience

JOB TYPE

Full-time Employee ▾ ☐ Open to other job types

LOCATION

Your current city, state or country required

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14. Select more information to **complete your profile further**.

**YOUR ROLE** required  
Software Engineer ⌵ [Add another role](#)

**YOUR PROFESSIONAL EXPERIENCE** required  
Choose years... ⌵ Software Engineer experience

**JOB TYPE**  
Full-time Employee ⌵ ☐ Open to other job types

**LOCATION**  
Your current city, state or country required  
Miami ×

Willing to relocate to  
e.g. New York

☐ Open to working remotely

**DESIRED ANNUAL SALARY**  
\$  ,000 United States Dollars (\$) ⌵

**WORK AUTHORIZATION**  
Are you legally authorized to work in the United States?  
☐ Yes ☐ No

**RECRUITERS** optional  
Are you open to hearing about opportunities from outside recruiters or agencies?  
☐ Yes ☒ No

15. Upload a **photo** and complete the required fields.

## About You

**PROFILE PHOTO**  
[Upload photo](#)

**GENDER** optional – may be used to help companies hire under-represented groups ⓘ  
Prefer not to say ⌵

**ETHNICITY** optional – may be used to help companies hire under-represented groups ⓘ  
Select All That Apply  
☐ Hispanic or Latino  
☐ White  
☐ Black or African American  
☐ Asian or South Asian  
☐ Native Hawaiian or Other Pacific Islander  
☐ American Indian or Alaska Native  
☒ Decline To State

**MINI-RESUME** required  
e.g. Stanford CS, Full stack generalist; launched a successful Android app, worked at Google  
0 / 160

**MOST IMPRESSIVE ACCOMPLISHMENT** required  
It's okay to brag - e.g. I launched 3 successful Facebook apps, which in total reached 2M+ users and generated \$100k+ in revenue. I built everything from the front-end to the back-end and everything in between.

16. Complete the **Experience & Education** section.



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## Experience & Education

**EXPERIENCE**

Trilogy Education Services - Web Developer Edit - Remove

+ Add a position

**EDUCATION**

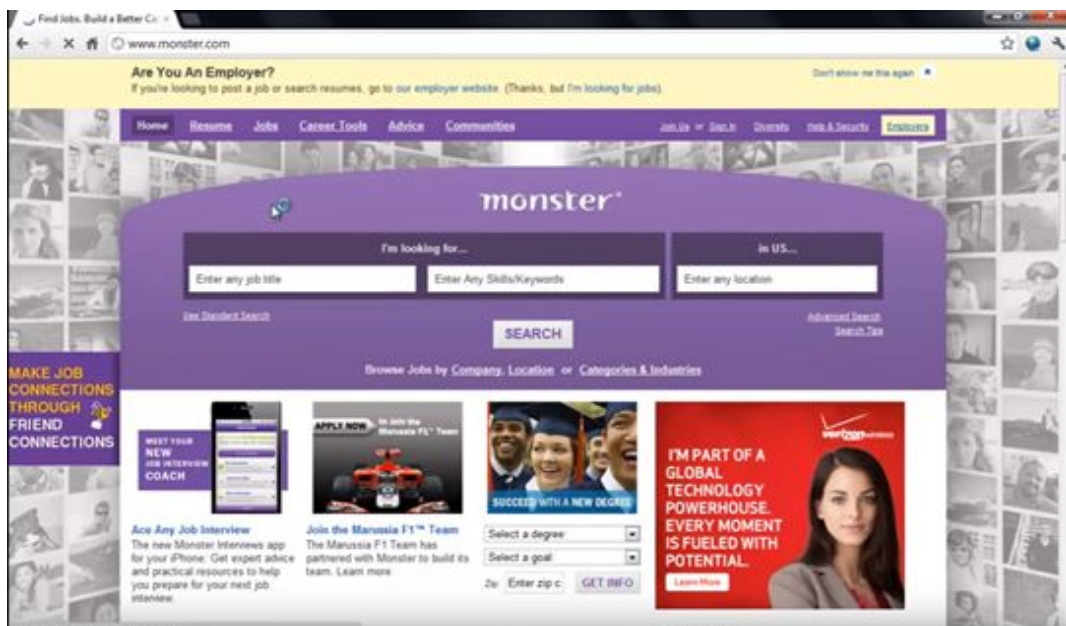
+ Add a school

**SKILLS**

+ Add a skill

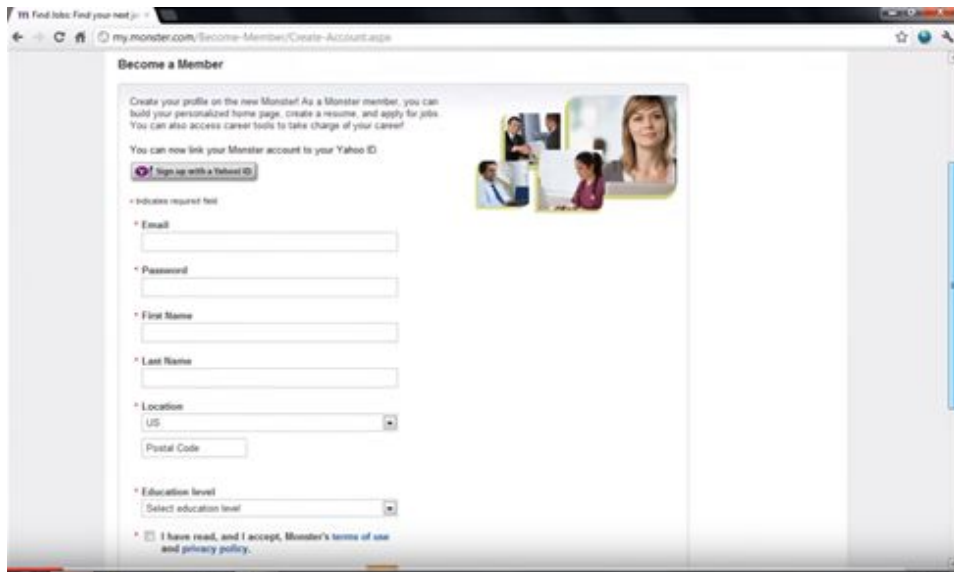
17. Click **Start browsing jobs**.

- Example 2: Monster
  1. Go to [www.monster.com](http://www.monster.com).



2. Click on **Join Us**.
3. Complete the Become a Member section: **create your login and password** information. Fill in all the required fields identified with an asterisk\*.

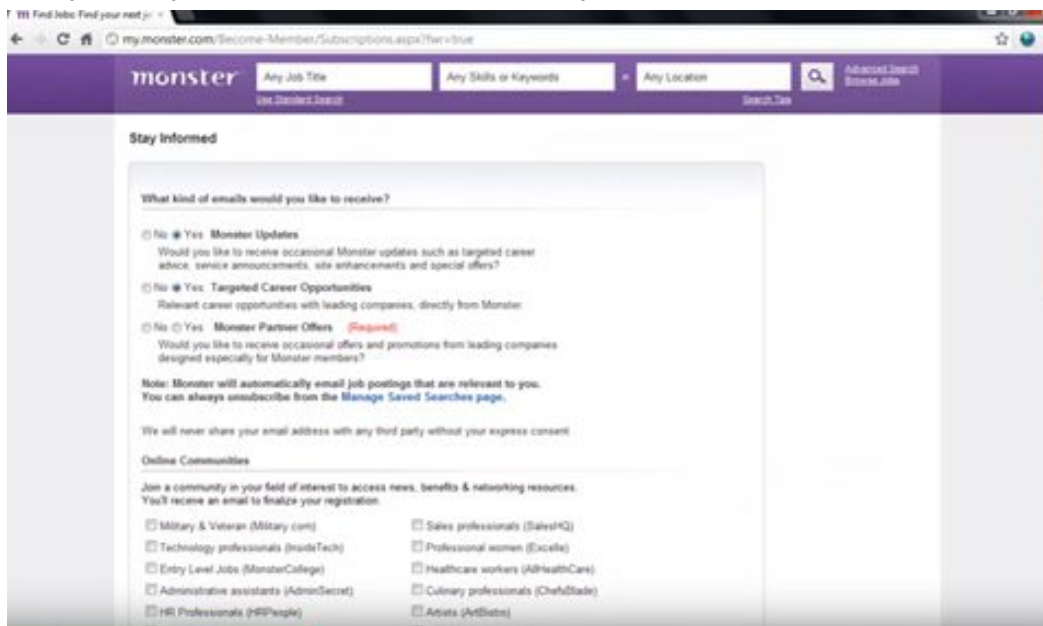
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The screenshot shows the 'Become a Member' page on the Monster website. It includes a header with the Monster logo and navigation links. The main content area has a 'Become a Member' heading and a brief description of the benefits of being a member. Below this is a 'Sign up with a Yahoo! ID' button. The registration form consists of several fields: 'Email', 'Password', 'First Name', 'Last Name', 'Location' (a dropdown menu), 'Postal Code', and 'Education level' (a dropdown menu). At the bottom of the form, there is a checkbox for 'I have read, and I accept, Monster's terms of use and privacy policy.' and a 'Join' button.

4. Click **Join**.

5. Identify what types of **email communications** you would like to receive.

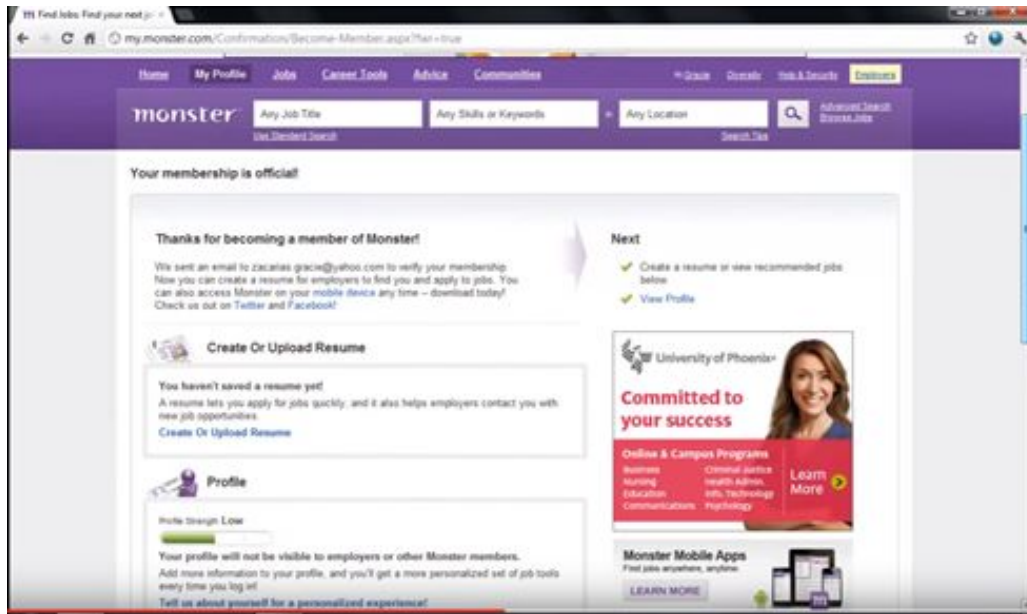


The screenshot shows the 'Stay Informed' page on the Monster website. It features a search bar at the top with fields for 'Any Job Title', 'Any Skills or Keywords', and 'Any Location'. Below the search bar is a 'Stay Informed' section with the heading 'What kind of emails would you like to receive?'. This section contains three radio button options: 'No', 'Yes: Monster Updates', 'Yes: Targeted Career Opportunities', and 'Yes: Monster Partner Offers'. Each option has a brief description of the email content. Below these options is a note stating: 'Note: Monster will automatically email job postings that are relevant to you. You can always unsubscribe from the Manage Saved Searches page.' At the bottom of the page, there is a section titled 'Online Communities' with a heading 'Join a community in your field of interest to access news, benefits & networking resources. You'll receive an email to finalize your registration.' This section contains a grid of checkboxes for various professional communities, including 'Military & Veterans (Military.com)', 'Technology professionals (InsiderTech)', 'Entry Level Jobs (MonsterCollege)', 'Administrative assistants (AdminSecret)', 'HR Professionals (HRPeople)', 'Sales professionals (SalesHQ)', 'Professional women (Excella)', 'Healthcare workers (AllHealthCare)', 'Culinary professionals (ChefStade)', and 'Artists (ArtStade)'.

6. Click **Continue**.

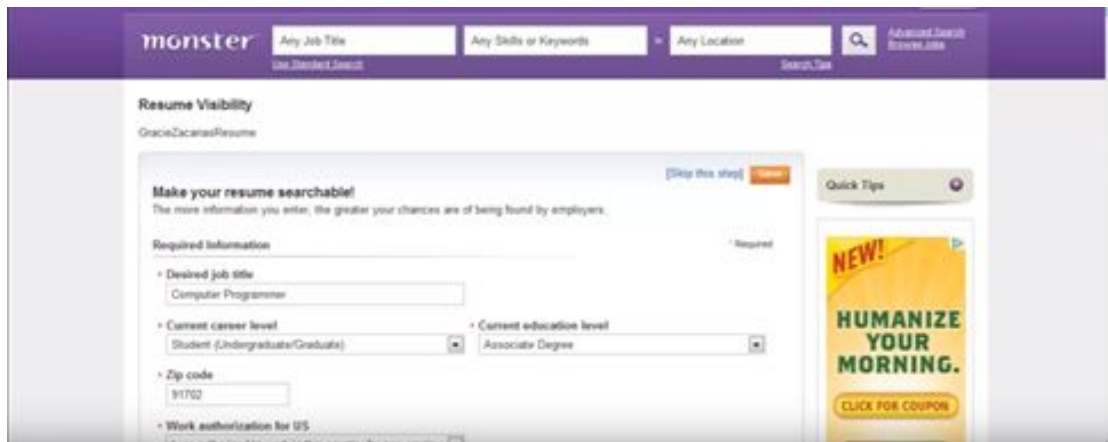
7. Complete the **Upload your Resume** section.

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8. Set your Resume Visibility settings to **make your resume searchable**.

*Note: In this section be as detailed, as flexible and as honest as possible.*



9. Click **Save**.

The process is not a difficult one, but it does take time. Be patient and thorough in developing your profiles online and rest assured that it will be time well spent.