

CORPORATE SOLUTIONS

applicant-tracking system

Manual for: Job Seekers

Name: _____

Notes: _____

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Table of Contents

1. My Account

About My Account	10
Edit My Contact Info	10
My Job Flashes	10
Quick Job Search	11
View My Job Applications	11
Au sujet de mon compte	12
Reviser mes details personnels	12
Mes Flashes d'Emploi	12
Recherche d'emploi rapid	13
Visionner mes demandes d'emploi	13

1. æ^'çš,,è³-æ^¶

é—œæ-¼æ^'çš,,è³-æ^¶	14
ä¿®æ''1è• çµjäljæ•	14
æ^'çš,,æ•œè•â¿«â~	14
â¿«é€ÿè•â½•æ•œç'ç	15
ç€•è!½â•¥â½œç''³è«è~éœ,,	15

1. æ^'çš,,è'läè^.

â...³ä°žæ^'çš,,è'läè^.	16
ä¿®æ''1è•"ç»œä¿jæ•	16

CORPORATE SOLUTIONS

applicant-tracking system

Account Settings	16
Account Types	17
Account Roles	17

2. My Resumes

Au sujet de mes CV	18
Mettre en vigueur et effacer un CV	18
Créer une lettre d'accompagnement	18
Créer un CV en ligne	19
Créer un CV : Technique et Conseils	19
Réviser un CV	20
Réviser les compétences	20
La Mise en page d'un CV	21
Choisir les Compétences à base de la Matrice de Compétences.	21
About My Resumes	22
Activating and Deleting a Resume	22
Creating a Cover Letter	22
Creating an Online Resume	23
Creating a Resume: Tips & Techniques	24
Editing a Resume	24
Editing skills using the Skills Matrix	25
Formatting a Resume	25

CORPORATE SOLUTIONS

applicant-tracking system

Selecting Skills from the Skills Matrix

26

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34

CORPORATE SOLUTIONS

applicant-tracking system

3. Searching and Applying for Jobs

Faire une demande d'emploi	36
Recevoir des avis d'emploi par courrier Électronique	36
Chercher et Fouiller les Emplois courants	36
Searching: Tips & Techniques	36
Applying for a Job	38
Receiving Email Notification of New Job Postings	38
Searching and Browsing Jobs	38
Searching: Tips & Techniques	39

3. Searching and Applying for Jobs

Searching: Tips & Techniques	40
Applying for a Job	40
Receiving Email Notification of New Job Postings	40
Searching and Browsing Jobs	41

3. Searching and Applying for Jobs

Searching: Tips & Techniques	42
Applying for a Job	42
Receiving Email Notification of New Job Postings	42
Searching and Browsing Jobs	43

4. Technical Requirements

CORPORATE SOLUTIONS

applicant-tracking system

Cookies	44
JavaScript	45
Recommended Browsers	45
Cookies	46
JavaScript	47
Recommended Browsers	47
4. Cookies	
Cookies	48
JavaScript	49
Recommended Browsers	49
4. Cookies	
Cookies	50
JavaScript	51
Recommended Browsers	51
5. FAQs	
Applying: How do I apply for a job?	52
Login: How do I change my login/personal info?	52
Login: I forgot my username and password	52
Login: Why can't I login?	52
Page Errors: How can I avoid page errors?	53

CORPORATE SOLUTIONS

applicant-tracking system

Personal Account: Why can't I create an account?	53
Resumes: Can I create more than one resume?	53
Resumes: Can I send my resume in another format?	54
Resumes: How do I delete my resume?	54
Resumes: Why are there strange characters in my resume/cover letter?	55
Resumes: "You have unfinished work!" What does that mean?	55
Skills: Why should I select skills from the Skills Matrix?	55
Applying: How do I apply for a job?	57
Login: How do I change my login/personal info?	57
Login: I forgot my username and password	57
Login: Why can't I login?	57
Page Errors: How can I avoid page errors?	58
Personal Account: Why can't I create an account?	58
Resumes: Can I create more than one resume?	58
Resumes: Can I send my resume in another format?	59
Resumes: How do I delete my resume?	59
Resumes: Why are there strange characters in my resume/cover letter?	60
Resumes: "You have unfinished work!" What does that mean?	60
Skills: Why should I select skills from the Skills Matrix?	60
5. ¿,è!á•é¡œ	
ç"³è«(: â!,ä½•ç"³è«(è•ä½•?	62

CORPORATE SOLUTIONS

applicant-tracking system

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ç™»éœ,,: æ”ç,ºä»€éº¼ä,•èf½ç™»éœ,,?	62
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â€(äººè³-æ”¶: ç,ºä»€éº¼ä,•èf½âºç«(â,³æ”¶?	63
â±¥æ-: â”â»¥âºç«(â”šæ-¼ä,€â»½çš,,â±¥æ-â—ž?	63
â±¥æ-: â”â»¥ç””â...¶â®fæ¼â¼•ç™¼éœ•â±¥æ-â—ž?	64
â±¥æ-: â!,ä½•â”é™â±¥æ-?	64
â±¥æ-: ç,ºä»€éº¼âœ”â±¥æ-â’œæ±,è•ä¿¡ä,-æœ%âºâ¥†æ€â—ç-!?	65
â±¥æ-: "æ,”æœ%æœºâ®œæ”â”¥â½œ!" æ”â»€éº¼æ,,•æœ•?	65
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5. â,•èš•é—®éœ”	
ç”³è-: â!,ä½•ç”³è-èœâ½?	67
ç™»â½•: â!,ä½•æ”¹â”æ”çš,,ç™»â½•/â,ºººä¿¡æ”?	67
ç™»â½•: æ”â¿”è”äº†ç””æ”â••â’œâ”†çœ	67
ç™»â½•: æ”â,ºä»€ä”â,•èf½ç™»â½•?	67
é¡œœœ”™è-: â!,ä½•é•¿â...é¡œœœ”™è-?	68
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ç®€âž†: â”â»¥ç””â...¶â®fæ¼â¼â”éœ•ç®€âž†â—?	69
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CORPORATE SOLUTIONS

applicant-tracking system

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CORPORATE SOLUTIONS

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About My Account

After you are logged in, the "Careers Home" page contains links and tools to

- Resumes - Create and edit resumes and cover letters.
- Personal Contact Information - Edit contact and login information.
- Job Application History - View details of previous job applications.
- Browse and Search Jobs - View current job postings.
- Job Flashes - Receive automatic emails of new job postings that meet specified criteria.

Edit My Contact Info

To change contact information such as name and address or login information

- Login to the Careers area of the website.
- Click the "Edit My Contact Info" link on the "Careers Home" page.
- Make changes to the contact information.
- Click the "Next" button.
- Make changes to the address and user profile information.
- Click the "Save" button.

My Job Flashes

"Job Flashes" save specified search criteria so that it can be easily reused. If desired, Job Flashes also send you automatic email notifications of new job postings that meet specified criteria.

Creating a Job Flash

To create up to 3 Job Flashes

- Login to the Careers area of the website.
 - Click the "New Job Flash" button on the "Careers Home" page.
- Note: The button is not visible if the maximum of 3 Job Flashes has been reached.
- Enter the search criteria.
 - Type the name of the Job Flash.
 - Select the frequency to indicate how often email notifications will be sent.
 - Click the "Save" button

Running a Job Flash Search

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To view jobs matching the criteria in a Job Flash

- Login to the Careers area of the website.
- Click the Run link in the row of the desired Job Flash on the "Careers Home" page.

Viewing or Editing a Job Flash

To view or edit a Job Flash

- Login to the Careers area of the website.
- Click the name of the Job Flash on the "Careers Home" page.
- If desired, make changes.
- Click the "Save" button

Deleting a Job Flash

To delete a Job Flash

- Login to the Careers area of the website.
- Click the "Delete" link on the "Careers Home" page.

Quick Job Search

To quickly search jobs

- Login to the Careers area of the website.
- Type a keyword(s) to search for jobs containing the keyword(s).
- Click the "Search" button.
- Click the title of a job posting to display it. To sort the search results, click the desired column heading.

See also

Applying for a Job

View My Job Applications

To view details of previous job applications and make notes

- Login to the Careers area of the website.
- Click on the "View My Job Applications" link on the "Careers Home" page.
- To write and store notes, click the "Notes" link in the same row as the desired job application.
- In the "Notes" window that opens, type the notes.
- Click the "Save and Close" button.

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Au sujet de mon compte

Une fois en ligne, la Page d'Accueil de Carrières contient des liens et des aides pour:

- Créez et révisez vos CVs et lettres de couverture.
- Mettez à jour votre information d'ouverture et votre information personnel.
- Visionnez les détails de votre histoire de demande d'emploi.
- Visionnez et faites des recherches d'emplois parmi les emplois courants.
- Les Flashes d'Emploi - Recevez des courriers électroniques automatiques pour les nouveaux emplois en ligne qui remplissent vos critères.

Reviser mes détails personnels

Pour changer vos détails personnel comme vos détails d'ouverture de session, votre nom ou votre adresse

- Mettez vous en ligne à la page d'Accueil
- Choisissez 'Réviser Mon Information De Contact'.
- Faites les changements nécessaires à vos détails personnel.
- Cliquez sur Suivant.
- Faites vos changements d'adresse et de détails d'utilisateur.
- Cliquez sur Sauvegarder.

Mes Flashes d'Emploi

"Les Flashes d'Emploi" sauvegardent les critères de recherches spécifiques pour qu'ils puissent être facilement utilisés. Si désactivés, les Flashes d'Emploi peuvent vous envoyer des notifications courrier électronique automatique sur les nouveaux emplois basés sur les critères indiqués.

Créer des Flashes d'Emploi

Vous pouvez créer jusqu'à 3 Flashes d'Emploi • Mettez vous en ligne à la page d'Accueil.

- Cliquez le bouton "Nouveaux Flashes d'Emploi".

Notez : le bouton n'est pas visible si le maximum de 3 Flashes d'Emploi a été atteint.

- Entrez dans les critères de recherche.
- Inscrivez le nom du Flashes d'Emploi.
- Indiquer combien de fois les notifications de courrier électronique seront envoyées.
- Cliquez le bouton de "Sauvegarder"

Faire une recherche avec un Flashes d'Emploi

Pour voir les emplois correspondant aux critères d'un Flashes d'Emploi

- Mettez vous en ligne à la page d'Accueil.
- Cliquez commencer sur la ligne du Flashes d'Emploi désactivé.

Visionner ou Réviser un Flashes d'Emploi,

Pour voir ou réviser un Flashes d'Emploi

- Mettez vous en ligne à la page d'Accueil.
- Cliquez sur le nom du Flashes d'Emploi.
- Si désactivé, faites des changements.
- Cliquez le bouton "Sauvegarder"

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Effacer un Flashs d'Emploi

Pour effacer un Flashs d'Emploi

- Mettez vous en ligne à la page d'Accueil.
- Cliquez "Effacez" sur la ligne correspondant au Flashs que vous voulez effacer.

Recherche d'emploi rapid

- Mettez vous en ligne à la page d'Accueil.
- Inscrivez un ou plusieurs mot-clés pour chercher des emplois les contenant.
- Cliquez le bouton de "Chercher".
- Cliquez le titre d'un emploi pour l'afficher. Pour classer les résultats de recherche différemment, cliquez l'entête de la colonne désirée.

A voir aussi

Demandez un emploi

Visionner mes demandes d'emploi

Pour voir les détails des demandes d'emploi précédentes et faire des notes

- Mettez vous en ligne à la page d'Accueil.
- Cliquez "Regarder Mes Demandes d'Emploi".
- Pour ajouter des notes, cliquez 'Notes' sur la ligne correspondant à l'emploi désiré.
- Inscrivez votre Note dans la fenêtre qui s'ouvre " Cliquez "Sauvegarder et Fermer la fenêtre".

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Au sujet de mes CV

"Mes CVs" contient des listes de resumes actifs et inactifs, ainsi que les lettres d'accompagnement standard liées aux CVs.

Employez "Mes CVs " pour

- Créer un nombre illimité de resumes en ligne.
- Modifier les CVs existants.
- Créer les lettres d'accompagnement pour chaque CVs.
- Activez ou désactivez les CVs.
- Effacer les CVs.
- Exportez les CVs vers d'autres formats, tels que "Word", "PDF" et "HTML".

Voyez également

Est-ce que je peux envoyer mon CVs dans un autre format?

Mettre en vigueur et effacer un CV

Plutôt que d'être effacer, un CV peut être désactivé de sorte qu'il puisse être facilement réutilisé à l'avenir. Le contenu d'un CV inactif peut être modifié, mais il ne peut pas être lu par des employeurs. Les CVs inactifs peuvent facilement être réactivés à tout moment.

Inactivation d'un CV

- Mettez vous en ligne à la page d'Accueil.
- Cliquez "Mes CVs".
- Cliquez le lien "actif" sur la ligne du CV en question.

Effacer un CV

- Mettez vous en ligne à la page d'Accueil.
- Cliquez sur "Mes CVs".
- Cliquez le nom du CV désiré.
- Cliquez le bouton "Effacez".
- Cliquez "Oui, Effacer" pour effacer à tout moment le CV.

Créer une lettre d'accompagnement

Il existe deux types de lettres d'accompagnement - général et travail-spécifique. Les lettres d'accompagnement ne sont pas obligatoires pour faire une demande d'emploi, mais elles sont recommandées.

1. Lettres d'accompagnement générales

Les lettres d'accompagnement générales sont associées à un resume existant et ne sont pas habituellement visées pour

un emploi particulier, Si une lettre d'accompagnement générale existe, elle est automatiquement incluse quand vous

faites une demande d'emploi à moins qu'une lettre d'accompagnement travail-spécifique soit créée.

Pour créer une lettre d'accompagnement générale

- Mettez vous en ligne à la page d'Accueil..
- Cliquez "Mes CVs"
- Cliquez "Ajouter" le lien sur la ligne du CV désiré.

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- Coupez, collez ou créez votre lettre d'accompagnement dans la case appropriée.
- Cliquez le bouton "Sauvegarder" Pour créer une lettre d'accompagnement générale, cliquez "Ajouter" le lien à la page de "Mes CVs".

2. Lettres d'accompagnement Travail-Spécifiques

les lettres d'accompagnement Travail-spécifiques sont créées quand vous faites une demande pour un emploi particulier et sont habituellement visées spécifiquement à cet emploi. Si une lettre d'accompagnement travail-spécifique n'est

pas créée, la lettre d'accompagnement générale, si elle exist, est automatiquement incluse avec l'application.

Pour créer une lettre d'accompagnement travail-spécifique, voyez Demander un emploi.

Créer un CV en ligne

Créer un CV devrait prendre environ quinze minutes si vous avez déjà créé un CV.

Pour créer un CV en ligne

- Mettez vous en ligne à la page d'Accueil.
- Cliquez "Mes CVs".
- Cliquez le bouton "Créer nouveau CV".
- Sélectionnez les détails de CV sur la page "Information Général" et cliquez "Suivant".
- Choisissez les qualifications à partir des diverses étiquettes des qualifications Matrix si désiré. Cliquez le "prochain" bouton. (voyez Matrice de Compétences).

Note : Si aucune qualification n'est choisie, passez à l'étape 7 après avoir cliqué "après".

- Si des qualifications étaient choisies, indiquez le niveau de compétence approprié pour chaque compétence choisie en cliquant les boutons par radio correspondants. Cliquez le "Suivant" bouton.
- Le copy et la colle ou dactylographient le texte de resume dans les champs correspondants. Utilisez les outils au dessus de la boîte des textes Composition de CV.
- Cliquez le bouton "Pré-visualisation".

Note : Seulement un objectif est exigé (*).

Confirmez que toute l'information est correcte. Pour faire des changements, choisissez le bouton approprié et faites les changements désirés.

Une fois fini, cliquez "Sauvegarder" pour terminer.

Voyez également

Faire acte de candidature pour un travail

Est-ce que je peux envoyer mon resume dans un autre format?

"vous avez le travail non fini!" Que ce moyen ?

Créer un CV : Technique et Conseils

Choix d'une profession

Ce choix est très important pour le succès d'une demande d'emploi. La profession choisie pour un resume

détermine quelles compétences sont disponibles dans la Matrice de Compétences. Et les compétences choisies aident les employeurs à trouver et examiner les resume.

Fabrication des choix multiples pour un champ

Des choix multiples peuvent être faits pour le type champ du travail.

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Texte De Composition De Resume

Créant un resume en collant le texte dans les diverses boîtes des textes sur la page "texte", le style du text ne peut être maintenu. Pour empêcher l'apparition de caractères étranges, sauvegardez votre texte en texte simple avant de la coller dans la boîte de textes. Le code de HTML peut être employé pour accentuer les mots (caractères en gras par exemple), ou les blocs de texte.

Choix Des Compétences,

Choisissez les compétences sous une ou plusieurs étiquettes dans la Matrice de Compétences pour créer un resume qui ressort de la foule. (voyez Matrice de Compétences). Pour trouver une Compétence spécifique, cliquez le lien "Recherche par Compétence" pour apprendre quelle étiquette la compétence est dessous.

Si la compétence ne peut pas être trouvée, cliquez "Demande de Compétence".

Soyez sûr de fournir une courte description de la compétence.

Note : Être moins qu'un profil soit sauvegardé, il demeurera inachevé et "vous avez le travail non fini !" avertir apparaîtra page de mes resumes la ".

Réviser un CV

Pour Réviser un CV

- Mettez vous en ligne à la page d'Accueil.
- Cliquez "mes CVs".
- Cliquez le CV désiré.
- Cliquez "Réviser" en haut de la page.
- Choisissez le bouton approprié et faites les changements désirés.
- Une fois fini, cliquez "Sauvegarder" en bas de la page de "Pré-vision".

Note : Si le CV était employé dans des demandes d'emploi précédentes, ces demandes d'emploi sont automatiquement mises à jour avec la version la plus récente du resume.

Voir également: "Vous Avez du Travail Inachevé!" Qu'est ce que ça veut dire?

Réviser les compétences

Pour réviser les compétences d'un resume en utilisant la Matrice de Compétences:

- Mettez vous en ligne à la page d'Accueil.
- Cliquez "Mes CVs".
- Cliquez le CV désiré.
- Cliquez "Réviser" en haut de la page.
- Cliquez le bouton "Matrice de Compétences".
- Choisissez ou désélectionner les compétences dans les catégories de compétence désirées en cliquant l'étiquette appropriée et puis en cliquant la case à côté de la compétence appropriée. Cliquez "Suivant" une fois fini.
- Indiquez le niveau de compétence approprié pour chaque compétence choisie en cliquant les boutons radio correspondants. Cliquez "Suivant" une fois fine.
- Pour terminer cliquez "Sauvegarder" en bas de la page de "Pré-vision".

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La Mise en page d'un CV

Pour changer la mise en page d'un texte, tel que caractères gras, italiques etc. Créer un CV en ligne, utilisez les outils à ce but au dessus des boîtes de textes du resume. Conseils De Composition • Quand vous copiez et collez le contenu d'un autre programme tel que Microsoft Word, sauvegardez d'abord le document comme fichier texte (txt), ouvrez le, et puis copiez et collez le contenu dans les boîtes de textes appropriées. Ceci empêche les résultats imprévus de mise en page en enlevant tous les caractères de contrôle existant.

- Faites la mise en page du texte en dernier, après avoir fini de composer la description.
- Pour ne pas avoir d'espace entre vos paragraphes, maintenez la touche MAJ. lorsque vous appuyez sur la touche Enter.
- Pour modifier la mise en page utilisez les outils en dessus de la boite de texte.

Choisir les Compétences à base de la Matrice de Compétences.

La "Matrice de Compétences" est une liste de Compétences industrie-spécifiques classées par catégorie. Les Compétences disponibles dépendent sur la profession choisie lors de la création d'un CV.

Chaque étiquette de la Matrice de Compétences représente une catégorie différente d'où vous pouvez faire votre choix. Les compétences peuvent être choisies d'une ou plusieurs catégories.

Voyez également Pourquoi est-ce que je devrais choisir des qualifications à partir de la 'Matrice de Compétences'?, Créer un resume en ligne.

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About My Resumes

"My Resumes" contains lists of all active and inactive online resumes as well as standard cover letters associated with each resume.

Use "My Resumes" to

- Create an unlimited number of online resumes.
- Edit existing resumes.
- Create cover letters for each resume.
- Activate or inactivate resumes.
- Delete resumes.
- Export resumes to other formats, such as Word, PDF and HTML.

See also

Can I send my resume in another format?

Activating and Deleting a Resume

Rather than being deleted, a resume may be inactivated so that it can be easily reused in the future.

When marked as "Inactive," a resumes content may be modified , but it cannot be read by employers. Inactive resumes can easily be reactivated at any time.

Inactivating a Resume/b>

- Login to the Careers area of the website.
- Click the "My Resumes" button or link on the "Careers Home" page.
- Click the "Active" link in the row of the desired resume.

Deleting a Resume/b>

- Login to the Careers area of the website.
- Click the "My Resumes" button or link on the "Careers Home" page.
- Click the name of the desired resume.
- Click the "Delete" button.
- Click the "Yes, Delete" button to confirm the deletion.

Creating a Cover Letter

Two types of cover letters exist - general and job-specific. Cover letters are not required when applying for a job, but are recommended.

1. General Cover Letters

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General cover letters are associated with one existing resume and are usually not targeted for a specific job. If a general cover letter exists, it is automatically included when applying for a job unless a job-specific cover letter is created.

To create a general cover letter

- Login to the Careers area of the website.
- Click the "My Resumes" button or link.
- Click the "Add" link in the row of the desired resume.
- Copy and paste or type the cover letter in the appropriate text box.
- Click the "Save" button at the bottom of the page.

To edit a general cover letter, click the "Edit" link on the "My Resumes" page.

2. Job-Specific Cover Letters

Job-specific cover letters are created when applying for a particular job and are usually targeted specifically at that job. If a job-specific cover letter is not created, the general cover letter, if it exists, is automatically included with the application.

To create a job-specific cover letter, see Applying for a Job.

Creating an Online Resume

Creating a resume should only take about fifteen minutes if you have a current resume available.

To create an online resume

- Login to the Careers area of the website.
- Click the "My Resumes" button near the top of the page.
- Click the "Create a New Resume/b>" button.
- Enter the resume specifics on the "Resume Details" page and click the "Next" button at the bottom of the page.
- Select skills from the various tabs of the Skills Matrix if desired. Click the "Next" button. (See Selecting Skills from the Skills Matrix).

Note: If no skills are chosen, go to step 7 after clicking "Next".

- If skills were selected, indicate the appropriate skill level for each skill chosen by clicking the corresponding radio buttons. Click the "Next" button.
- Copy and paste or type the resume text into the corresponding fields. Use the tools at the top of the text box when formatting the resume/a>.
- Click the "Preview" button.

Note: Only an Objective is required (*).

- Confirm that all the information is correct. To make changes, select the appropriate button near the top of the page and enter the desired information.
- When finished, click the "Save" button at the bottom of the "Preview" page.

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See also

[Applying for a Job](#)

[Can I send my resume in another format?](#)

["You have unfinished work!" What does that mean?](#)

Creating a Resume: Tips & Techniques

Selecting a Profession

This field is very important to the success of a job application. The profession chosen for a resume determines which skills are available in the Skill Matrix. And the skills selected in the Skills Matrix help employers to find and examine the resume.

Making Multiple Selections for One Field

Multiple selections may be made for the Job Type field.

Formatting Resume Text

When pasting text into the various text boxes on the "Text" page while creating a resume, some formatting (such as bullets) may not be retained. To prevent strange characters from appearing, save the text in plain text format before pasting it into the text box. HTML code may be used to bold words, create bulleting lists and apply other formatting styles.

Selecting Skills

Select skills under one or more tabs in the Skills Matrix to create a resume that stands out. (See [Selecting Skills From the Skills Matrix](#)).

To find a specific skill, click the "Skill Search" link to learn which tab the skill is under. If the skill cannot be found, click the "Request a Skill" link. Be sure to provide a brief description of the skill.

Note: Unless a profile is saved, it will remain incomplete and a "You have unfinished work!" warning will appear on the "My Resumes" page.

Editing a Resume

To edit a resume

- Login to the Careers area of the website.
- Click the "My Resumes" button or link.
- Click the name of the desired resume.
- Click the "Edit" button near the top of the page.

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- Select the appropriate button near the top of the page and make the desired changes.
- When finished, click the "Save" button at the bottom of the "Preview" page.

Note: If the resume was used in previous job applications, these job applications are automatically updated to include the most recent version of the resume.

See also

"You have unfinished work!" What does that mean?

Editing skills using the Skills Matrix

To edit skills in a resume using the Skills Matrix

- Login to the Careers area of the website.
- Click the "My Resumes" button or link.
- Click the name of the desired resume.
- Click the "Edit" button near the top of the page.
- Click the "Skills Matrix" button near the top of the page.
- Select or deselect skills in the desired skill categories by clicking the appropriate tab and then clicking the checkbox next to the appropriate skill. Click the "Next" button at the bottom of the page.
- Indicate the appropriate skill level for each skill chosen by clicking the corresponding radio buttons. Click the "Next" button.
- When finished, click the "Save" button at the bottom of the "Preview" page.

Formatting a Resume

To apply formatting such as bolding, italics etc. when creating an online resume/a>, use the formatting tools at the top of the resume text boxes.

Formatting Tips

- When copying and pasting content from another program such as Microsoft Word, first save the Word document as a plain text (.txt) file, reopen it, and then copy and paste the content into the appropriate text boxes. This prevents unpredictable formatting results by removing any existing formatting.
- Apply formatting last, after all of the content for the job description has been entered.
- To create paragraphs without space between them, hold the Shift key down while pressing the Enter key.
- To remove formatting, use the "Remove formatting" tool.

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Selecting Skills from the Skills Matrix

The "Skills Matrix" is a list of categorized, industry-specific skills. The skills available depend on the profession chosen when creating a resume.

Each tab in the Skills Matrix represents a different category of skills to choose from. Skills may be chosen from one or more skill categories.

See also

[Why should I select skills from the Skills Matrix?](#)

[Creating an Online Resume/a>.](#)

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Faire une demande d'emploi

Vous devez avoir un CV actif et en ligne pour faire une demande d'emploi. (voyez Créer un CV en ligne, ou Activer un CV). Pour faire une demande d'emploi en utilisant un CV en ligne:

- Mettez vous en ligne à la page d'Accueil.
- Rechercher et fouiller les emplois disponibles
- Cliquez le titre de l'emploi pour voir les détails de l'emploi.
- Cliquez le bouton "Faites demande".
- Choisissez le CV désiré du menu de CVs.
- Choisissez une source du menu "comment vous avez entendu parler de nous?". Puis cliquez "Suivant".
- Vérifiez que tous les détails sont corrects.

Pour faire des changements:

- Cliquez le lien "Réviser ce CV".
- Choisissez le bouton approprié pour les détails que vous désirez modifier.
- Une fois fini, cliquez "Sauvegarder" sur la page de "Pré-visionner" pour retourner au processus de demande.
- Cliquez "Suivant" sur la page "Pré-visionner le CV".
- Si désiré, créer ou copiez et collez une lettre d'accompagnement travail-spécifique dans la boîte pour texte correspondante. Note : Cette lettre d'accompagnement sera incluse avec l'application au lieu de la lettre d'accompagnement générale qui a pu avoir été créée précédemment.

Recevoir des avis d'emploi par courrier électronique

"Les Flashs d'Emploi" sauvegardent les critères de recherches spécifiques pour qu'ils puissent être facilement réutilisés. Si désiré, les Flashs d'Emploi peuvent vous envoyer des notifications courrier électronique automatique pour les nouveaux emplois basés sur les critères indiqués. (Voir Mes Flashs d'Emploi).

Chercher et Fouiller les Emplois courants

Recherche D'emploi

Pour chercher parmi tous les emplois couramment affichés

- Mettez vous en ligne à la page d'Accueil.
 - Cliquez sur "recherche" près du dessus de la page.
 - Choisissez les critères de recherche applicable.
 - Après avoir cliqué sur "recherche" la liste d'emploi sera créée.
 - Cliquez le titre du post pour voir les détails de la position.
- (voir également: Mes Flashs d'Emploi,)

Fouille d'emploi

Pour visionner tous les emplois couramment affichés, commençant par le plus récent,

- Mettez vous en ligne à la page d'Accueil.
- Cliquez sur "recherche" près du dessus de la page.
- Cliquez "visionner tous les travaux".
- Cliquez le titre du post pour voir les détails de la position.

Searching: Tips & Techniques

Using certain words, characters and symbols when searching can help narrow search results.

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Obtaining Relevant Search Results

Use keywords, special characters and Boolean operators to obtain more relevant search results. Boolean operators are words and symbols (AND, OR, *) that tell the search engine what to search for.

- Exact Matches

To obtain results matching all of the words in a phrase in exactly the same order, place the phrase between double quotation marks or parentheses. Eg. "Process Engineer" or (Process Engineer)

- Similar Matches with All Keywords

To obtain results matching all of the words in a phrase, but not necessarily in the same order, place the word "AND" between the words in the phrase. Eg. Process AND Engineer

- Similar Matches with At Least One Keyword

To obtain results matching at least one of the words in a phrase, place the word "OR" between the words in the phrase. Eg. Process OR Engineer

Using phrases without special characters or Boolean operators has the same effect as using the boolean operator "OR." In such cases, the search results are based on the number of occurrences of the words and their proximity to each other.

- Multiple Forms of One Word

To obtain results matching multiple forms of one word, use * at the beginning or end of the word. Eg. Use "Facili*" to obtain results with the words "Facility," "Facilities," "Facilitate" and "Facilitation."

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Applying for a Job

An active, online resume is required to apply for a job. (See [Creating an Online Resume/a>](#) or [Activating an Existing Resume/a>](#)).

To apply for a job using an online resume

- Login to the Careers area of the website.
- Search or browse job postings.
- Click the job title to view the job.
- Click the "Apply Now" button at the bottom of the page.
- Select the desired resume from the drop down menu.
- Select an option from the "How did you hear about us?" drop down menu. Click the "Next" button.
- Confirm that all the information is correct.

To make changes

- Click the "Edit this Resume/b>" link near the top of the page.
- Select the appropriate button near the top of the page and enter the desired information.
- When finished, click the "Save" button at the bottom of the "Preview" page to return to the application process.
- Click the "Next" button at the bottom of the "Preview Resume page.
- If desired, type or copy and paste a job-specific cover letter into the corresponding text box.

Note: This cover letter will be included with the application instead of the general cover letter that may have been created previously.

Receiving Email Notification of New Job Postings

"Job Flashes" save specified search criteria so that it can be easily reused. If desired, Job Flashes also send you automatic email notifications of new job postings that meet this specified criteria. (See [My Job Flashes](#)).

Searching and Browsing Jobs

Searching Job Postings

To search all current job postings

- Login to the Careers area of the website.
- Click the "Search Jobs" button near the top of the page.
- Enter search criteria.
- Click the "Search" button at the bottom of the page. The results page is displayed.
- Click the job title to view the job.

(See also [My Job Flashes](#))

Browsing Job Postings

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To view all current job postings, starting with the most recent,

- Login to the Careers area of the website.
- Click the "Search Jobs" button near the top of the page.
- Click the "View All Jobs" link below the "Quick Links" heading.
- Click the job title to view the job.

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Cookies

What are Cookies?

Cookies are small data structures used by a website to

- Deliver data to a website user.
- "Remember" and control storage of information about users which allows for the use of user passwords.

How are Cookies Used on this Website?

Cookies save time by "remembering" login information so that users only need to enter it once. The website may deliver one or more cookies to a user's computer. Cookies may be deleted immediately or in the future.

Persistent cookies enable us to track and target users' interests so that we can enhance their experience.

What Happens if Cookies aren't Accepted by the Browser?

If cookies aren't accepted by the Internet browser, the website still functions, however it may be limited in some areas.

Enabling Cookies

Internet Explorer 6.x:

- Open Internet Explorer.
- Click the "Tools" menu and then click "Internet Options."
- Click the "Privacy" tab.
- Click the "Advanced" button.
- Click the "Override automatic handling of cookies" check box.
- Click the "Accept" radio button(s).
- Click the "Ok" button.

Internet Explorer 5.x:

- Open Internet Explorer.
- Click the "Tools menu and then click "Internet Options."
- Click the "Security" tab then click the "Custom Level button."
- Scroll down to "Cookies" section and select "Enable."
- Click the "Ok" button.

Netscape:

- Click the "Edit" menu.
- Click "Preferences."
- Click "Advanced."
- ensure "Accept all cookies" is checked.
- Click the "Ok" button

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JavaScript

What is JavaScript?

JavaScript adds interactive functions to websites. It is a popular scripting language that is widely supported in Web browsers and other Web tools.

How is JavaScript used on this Website?

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Enabling JavaScript

Internet Explorer 5 and 6

- Click the "Tools" menu and click "Internet Options."
- Click the "Security" tab and then click the "Custom Level" button.
- Find the "Scripting section and click "Enable" under "Active Scripting."
- Click the "Ok" button and then click the "Ok" button again.

Netscape

- Click "Edit" and then "Preferences."
- Click "Advanced."
- Click the "Enable JavaScript" check box.
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Recommended Browsers

The Careers area of the website is best viewed with Internet browsers such as Internet Explorer, Netscape and Firefox (that support style sheets, active scripting and cookies).

Set the browser's privacy and security settings to their defaults to help ensure access the website's functionality.

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Internet Explorer

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Applying: How do I apply for a job?

To apply for a job, first, create your personal career seeker account. It's FREE and should only take about 5 minutes.

Create an account in just 3 easy steps! Simply enter (1) contact information, (2) address and user profile and (3) create an online resume.

To create an account

- Click the "Post Your Resume/b>" or "Sign Up Now!" link on the "Careers Home" page.
- Type the required contact information. Click the "Next" button at the bottom of the page.
- Complete the address and user profile information. Click the "Save" button.
- Click the "My Resumes" link on the "My Resumes" page to begin creating an online resume/a>.
- Then, use your online resume when applying for a job.

Hint: After registering, check your e-mail account for a confirmation message with the registration details.

Login: How do I change my login/personal info?

To change contact information such as name and address or login information

- Login to the Careers area of the website.
- Click the "Edit My Contact Info" link on the "Careers Home" page.
- Make changes to the contact information.
- Click the "Next" button.
- Make changes to the address and user profile information.
- Click the "Save" button.

Login: I forgot my username and password

To receive an email containing your username and password

- Click the "Forgot Your Password?" link on the "Careers Home" page.
- Type your email address in the text box and click "Email Me My Password".

Note: This email address must be the same as the email address used when becoming a member.

- Check your email inbox for an email containing your username and password.

Login: Why can't I login?

If avoid login problems

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- Ensure the keyboard is not set to "Caps Lock" (since username and password are case-sensitive).
- Enable "Cookies" in the Internet browser.
- Enable "Javascript" in the Internet browser.

Page Errors: How can I avoid page errors?

1. Page Cannot Display Errors

If "Page Cannot Display" errors occur, try changing the browser's Internet settings:

Internet Explorer:

- Select "Tools" in the browser's menu bar.
- Select "Internet Options."
- Select the "Advanced" tab.
- Scroll down to the "Browsing" category and be sure that "Show friendly HTTP error messages" is unchecked.
- Select "Apply," then "OK."
- Close all browser windows.
- Open a new browser window and return to the Careers area of the website.

2. Action Cancelled Error

If an "Action Cancelled" message appears

- Click the browser's "Back" button once.
- Click the browser's "Forward" button once.
- Continue using the website.

See also

Recommended Browsers

Personal Account: Why can't I create an account?

To avoid problems when creating a personal career seeker account

- Enter all of the required information (marked with *) correctly.
- Use a unique, valid email address in the form xxx@xxx.com.
- Use a valid phone number in the form (555) 555-5555.
- Enable "Cookies" in the Internet browser.
- Enable "Javascript" in the Internet browser.

Resumes: Can I create more than one resume?

Yes! An unlimited number of resumes may be created and stored indefinitely.

Why create multiple resumes?

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- **Showcase Skills in One Industry** - To focus on industry-specific skills and experience, create a number of resumes and cover letters that are each targeted at a specific industry.
- **Combine Skills from Multiple Industries** - Create one or two general resumes to combine skills from a number of different industries into one document.

See also

[Creating an Online Resume/a>](#)

Resumes: Can I send my resume in another format?

Unless a job posting indicates alternate application methods, an online resume must be used when submitting an application.

Online Resumes

An online resume is a resume that you may create after becoming a member of our Careers community. It is stored electronically and can be reused and edited repeatedly. (See [Creating an Online Resume/a>](#)).

Advantages of an Online Resume/b>

An online resume allows you to

- Reuse the content from a traditional, print resume.
- Choose from lists of industry-specific skills to supplement the resume text.
- Activate or inactivate a resume at anytime without deleting it.
- Track past job applications.
- Submit job applications quickly and easily.
- Be found by hiring managers without even applying!

Resumes: How do I delete my resume?

Rather than being deleted, a resume may be inactivated so that it can be easily reused in the future.

When marked as "Inactive," a resumes content may be modified , but it cannot be read by employers. Inactive resumes can easily be reactivated at any time.

Inactivating a Resume/b>

- Login to the Careers area of the website.
- Click the "My Resumes" button or link on the "Careers Home" page.
- Click the "Active" link in the row of the desired resume.

Deleting a Resume/b>

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- Login to the Careers area of the website.
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- Click the "Delete" button.
- Click the "Yes, Delete" button to confirm the deletion.

Resumes: Why are there strange characters in my resume/cover letter?

Strange characters may appear in a resume if the resumes content was copied and pasted from a Word document, web page or other format.

Sometimes, hidden characters are translated into strange characters when content is transferred from one format to another.

To prevent strange characters from appearing in a resume

- Save the resume in plain text format (.TXT).
- Copy and paste the plain text into the appropriate sections of the resume.
- Click the "Preview" button to preview the resume prior to saving.

Resumes: "You have unfinished work!" What does that mean?

"You have unfinished work!" indicates either

- A new resume is not complete or saved.
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Either continue creating or editing the resume and then save it or, delete the draft. Saved resumes that were being edited are not affected if the draft is deleted.

Skills: Why should I select skills from the Skills Matrix?

Advantages of Selecting Skills from the Skills Matrix

- Employers searching for specific skills are more likely to find a resume that includes skills from the Skills Matrix.
- Skills that can't fit on a traditional resume can still be included.
- Resumes that include industry-specific skills stand out because they can be searched easily.
- The Skills Matrix includes both general and specific skills that are often forgotten in traditional resumes.
- Expertise levels may be indicated for each skill.

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ā!,æžœ "Page Cannot Display" éĀ-èªªç™™¼ç™™Ÿ, ā~—è@!æ™™1è@šç€•è!½â™™”çš,,ā°è•ç™™è™™-ç½@:

Internet Explorer:

- āœç€•è!½â™™”é•,æ“† "Tools" è•œā—@.
- é•,æ“† "Internet Options."
- é•,æ“† "Advanced" æ™™ç°½.
- ā...%œ™™æ™™¾ā•ā° "Browsing" ā†çµ,,ä,"çç°èª• "Show friendly HTTP error messages" èç«é•,ä,-.
- é•,æ“† "Apply," ç,,Ÿâ¾Ā "OK."
- é—œé—%œ%œæœ%ç€•è!½â™™”çª—â•£.
- æ%“é—ä,€â€ç€•è!½â™™”çª—â•£ç,,Ÿâ¾Āéé²â...¥æ±,è•ç™™è™™é•.

2. Action Cancelled éĀ-èªª

ā!,æžœâ†°ç°¾ "Action Cancelled" äĶjæ™™

- é»žæ“šç€•è!½â™™”çš,, "Back" æĀœ%é••ä,€æ—j.
- é»žæ“šç€•è!½â™™”çš,, "Forward" æĀœ%é••ä,€æ—j. • ç½ç°Āä½Ķç™™”ç€•è!½â™™”.

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æž™™è—Ķç€•è!½â™™”

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- æ-£çç°è¼,â...¥æ%œæœ%è!œ±,çš,,äĶjæ™™ (ç™™ * æ™™è™™).
- ç™™æ ¼â¼• xxx@xxx.com è¼,â...¥ä,€â€(â™™ä,€çš,,æœ%œæ°çš,,ç™™æ™™Ÿé»â•éfµç@±.
- ç™™æ ¼â¼• (555) 555-5555 è¼,â...¥æœ%œæ°çš,,é»è@±è™™Ÿçç¼.
- ä½Ķç€•è!½â™™”çš,, "Cookies" â•ç™™”.
- ä½Ķç€•è!½â™™”çš,, "Javascript" â•ç™™”.

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CORPORATE SOLUTIONS

applicant-tracking system

- é»žæ“Šæ%œè!•á±¥æ-•á••ç”±.
- é»žæ“Š "á^áé™¤" æCE%œé^.
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- æš€èf½çÿ©é™£ä, -áCE...á•«á°†á¾^áµšá,¾çµ±á±¥æ-é•°á¿çš,,éšçç"á'CEá°é-€æš€èf½.
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- ç, 1á†» "á¼ è”ç@€ä½t" æ^-áœ” æ±,è•OEä, »é¡µ" é¡µé•øä, Šçš,, "é©-ä, Šæ³”á†OE!" è¿žæž¥.
- è¾¼“á...¥è!•æ±,çš,,è”ç»œä¿¡æ-. ç, 1á†»é¡µé•øä, (æ-1çš,, "ä, ä, €æ-¥" æOE%œé’@).
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- ç, 1á†»áœ”æ±,è•OEä, »é¡µ" é¡µé•øä, Šçš,, "ä¿@æ”¹è”ç»œä¿¡æ-” è¿žæž¥.
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- æ³”æ,,•: æ-ç”µé, @áœ°á•€á¿...é¡»ä, žä½ æ³”á†OEá½¿è¾¼“á...¥çš,,ç”µé, @áœ°á•€ä, €æ .
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CORPORATE SOLUTIONS

applicant-tracking system

- è@æµ•èš^â™™çš, "Cookies" â•ç™™.
- è@æµ•èš^â™™ "Javascript" â•ç™™.

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1. Page Cannot Display é™™è™™

à!, æžœ "Page Cannot Display" é™™è™™â•ç™™ÿ, â°•è™™æ™™â•æµ•èš^â™™çš,, ä°è™™ç½'è@¾¼½@:

Internet Explorer:

- àœ™æµ•èš^â™™é%œæ© "Tools" èœâ••.
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- à...%œ çæ»šâš^â° "Browsing" â^†ç», ä, çj@è@ "Show friendly HTTP error messages" èç«é%œä, -.
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2. Action Cancelled é™™è™™

à!, æžœâ†°çŽ° "Action Cancelled" äçjæ™™

- ç, 1â†æµ•èš^â™™çš, "Back" æœ%œé'@ä, €æ-çj.
- ç, 1â†æµ•èš^â™™çš, "Forward" æœ%œé'@ä, €æ-çj. • ç»šç»-â½ç™™æµ•èš^â™™.

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- ç™™æ ¼â¼ • xxx@xxx.com è¾¼"â...¥ä, €ä, ä°ä, €çš,, æœ%œæ°çš,, ç™™æ^ç™™µâ-é, @ç@±.
- ç™™æ ¼â¼ • (555) 555-5555 è¾¼"â...¥æœ%œæ°çš,, ç™™µè-â•ç •.
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- ä½çæµ•èš^â™™çš, "Javascript" â•ç™™.

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CORPORATE SOLUTIONS

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• ä»Žá¸šä, ¢è|œä, šä•á¹¶æš€èf½ - á»°ç«ä, €ä, ¢ä, ¢á•á¹¶á°tá, •á•œè|œä, šæš€èf½çš, é€šç»ç@€áŽt

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- áœ¿ç°¿ç@€áŽtçš,,á¼½á¸,,
- áœ¿ç°¿ç@€áŽtè@á½
- á^ç»»á¼ ç»Ýá•á^ç@€áŽtá,-çš,,á†...á@¹.
- ä»Žä, €ä, ¢è|œä, šä, "é—æš€èf½á,-æœ'é€%ä, €ä°)èj¶á.....ç@€áŽtæ†á—.
- æ— éœ€á^ é™œ, á•-ä»¢éš•æ—¶æ¿æ'æ^á½¿á¹(ä, •æ'»áš".
- è•Ýè, ¢ä»¢¼æ±, è•œç³è•.
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á½"æ†è@á, °"ä, •æ'»áš" æ—¶, ç@€áŽtçš,,á†...á@¹á•-ä»¢èç«á¿@æ¹á½†á, •èf½èç«é)†ä, »æÝé~...á°.
ä, •æ'»áš"çš,,ç@€áŽtá•-ä»¢áœ"á»á½•æ—¶á€™á¼^á@¹æ"áœ°èç«é†æ-°æ¿æ'.

- á°†ç@€áŽtè¼á, °ä, •æ'»áš"
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- ç, 1á†»ç@€áŽtæ%œáœ"èjœçš,, "æ'»áš" è¿žæž¥.

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- æš€èf½çŸ©é~mä,-áœ...á•«á°†á¾á¤sá¼ ç»Ÿç@€áŽ†é—á¿çš,,éšç"á'œä,"é—æš€èf½.
- æ~çš•æš€èf½é½æ†ç¤°ç»•éáœç"á°!.

CORPORATE SOLUTIONS

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