

**Want to
reduce your
hiring costs?**



OhioMeansJobs.com

This Web site allows you to post jobs, search millions of resumes and manage the recruitment process fast and free.

Resume Search Tips

View millions of Ohio area resumes at no cost.

- Search by keywords or categories such as salary requirements, education, location.
- Managing candidate screening is easy using electronic files.
- Use Advanced Resume Search to search beyond the Ohio area and receive recruitment assistance from local Workforce Professionals.

Improve Your Keyword Search with Special Words and Symbols

OR returns resumes with any of the search terms	receptionist OR secretary
AND returns resumes with all search terms	nurse AND cardiac AND icu
AND NOT excludes resumes with specific terms	secretary AND NOT executive
" " returns resumes containing the exact phrase	"administrative assistant"
NEAR returns resumes with keywords that are situated within a specific distance	oracle NEAR programming staffing NEAR nursing
* returns resumes containing a subset of a word	Program* = programs, programmer, programming
() used to group phrases for comparison	nurse AND (icu OR "intensive care")

Post your jobs free on hundreds of job boards and often receive same day responses.

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