



Resume Database

FOR EMPLOYERS

To create an account:

- 1 Visit CareerCenter.AnitaB.org
- 2 Click Employer under the Sign-in or Create an Account.
- 3 Enter your company's information and click [Create My Account](#).

Your account is activated!

You're ready to register for events, post jobs, and search the resume database for potential candidates.

To apply coupons to a purchase:

- 1 From the homepage, select [Register Here](#) for the event of your choice.
- 2 Select the registration package that you wish to purchase and click [Register](#).
- 3 Enter the coupon code in the text box above the total cost of the selected package. Click [Add Coupon](#).

Your coupon has been applied to your purchase!



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To post a job:

- 1 Visit CareerCenter.AnitaB.org
- 2 Click [Employer](#) under the Sign-in or Create an Account.
- 3 Enter your e-mail and password and click [Log in to my Account](#).
- 4 Click [Post a Job](#) under Employers in the dropdown menu.
- 5 Enter your job information into the fields on this page.
- 6 Select a contact to receive a billing confirmation. Enter payment information.

Your job has been posted to the Job Board!

Applicants will now be able to search, view, and apply for your job.