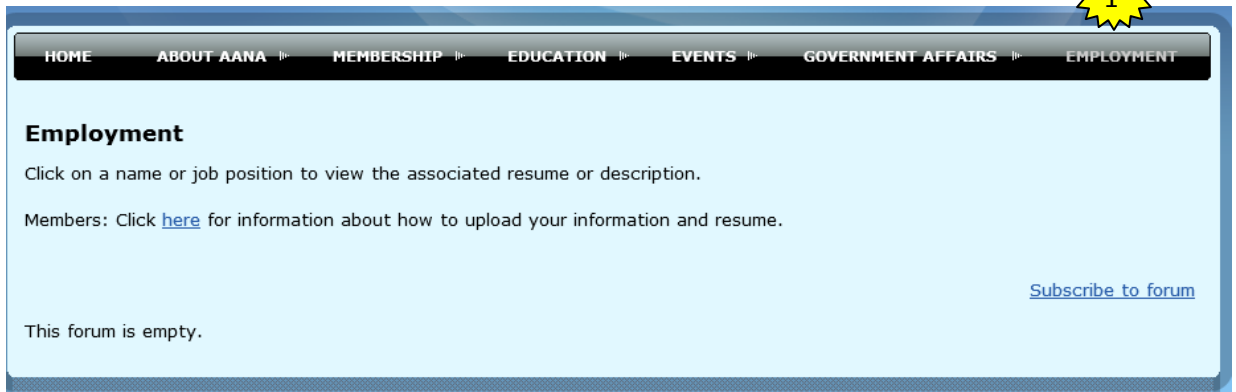
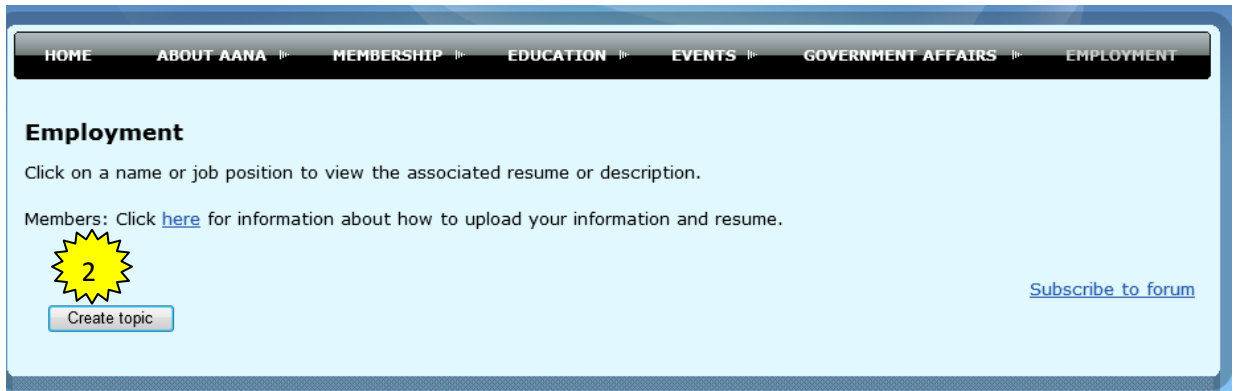


Posting to the Online Job Area

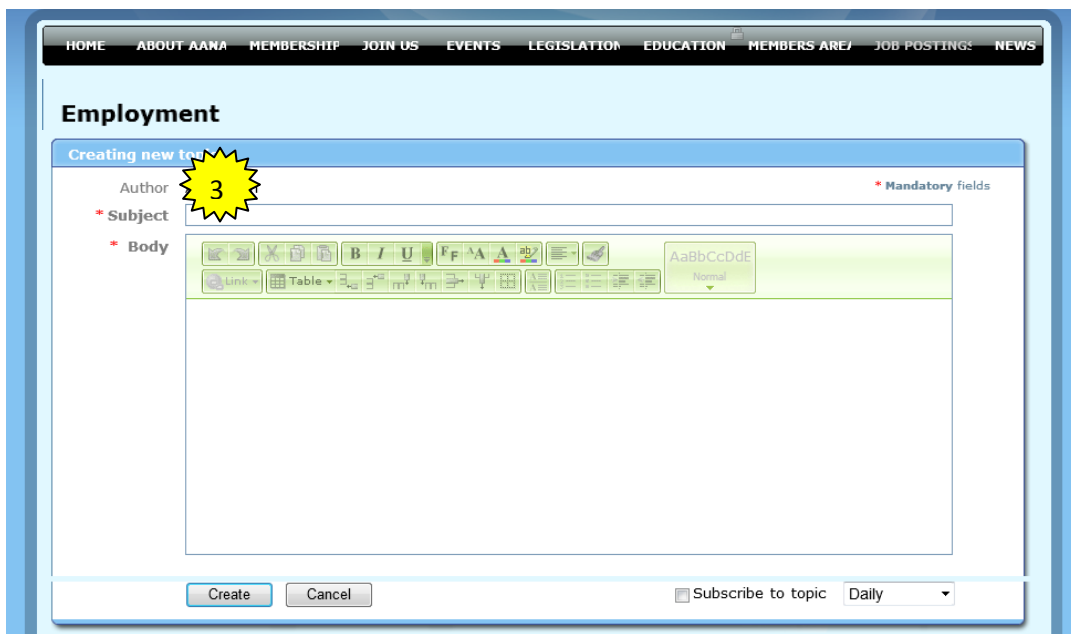
1. Click on the "Employment" tab on the navigation bar



2. Click on "Create Topic"



3. Fill out the 'Subject' field in this format:
Your Name - Your Job Position
Example: John Sample - Assistant Manager



4. Insert your job description into the body field. It is HIGHLY recommended to create, edit, and proof-read your resume in a computer word processing program (such as Microsoft Word or Apple's Pages) as opposed to typing it directly into the online editor. You can simply copy and paste into the online editor and all your formatting and styling will be included. Be sure to include contact information!

Employment

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Author * Mandatory fields

* Subject

* Body

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5. Click "Create" to save and post your job!

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Author Alex Dillon * Mandatory fields

* Subject

* Body

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