



## Des Plaines Chamber of Commerce & Industry

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### CHAMBER RESUME BANK PROGRAM

What was formerly an “in-house” benefit of Chamber membership for recently laid off or soon to be unemployed member employees and for member use to fill job vacancies, the Des Plaines Chamber has just expanded their Resume Bank Program to any and all unemployed residents of incorporated Des Plaines.

**What’s New?** Working with several member human resource managers and HR professionals, the program has evolved and now: Provides another means to help reduce Des Plaines’ typically higher unemployment rate; help unemployed Des Plaines residents; identify a continuing workforce resource for Chamber member employers; keep and utilize the talents and skills of Des Plaines residents locally; and assist in folding the diverse ethnicity and job skills of the Des Plaines workforce into the local business community.

1. The program is *strictly limited to residents of incorporated Des Plaines*, or most recently laid-off employees of a Des Plaines Chamber member business.
2. Only Des Plaines Chamber member businesses may utilize the Resume Bank resource.
3. Submitted resumes will be categorized by job description or job skill, and kept on file for three months, after which resumes will be discarded. There are no restrictions on how many times a resume may be submitted.
4. Job seekers submitting resumes will be advised not to call or inquire about activity or interest in their resume. Potential employers will call if and when a resume is being considered.
5. Resumes may be dropped off or mailed to the Chamber office. Text or PDF files may be emailed to [info@dpchamber.com](mailto:info@dpchamber.com) with the word RESUME in the subject line.
6. Des Plaines residents who do not have a resume, or feel a resume is not practical, may submit a completed form provided by the Chamber. Forms are available at the Chamber office, or may be downloaded from [www.DesPlainesChamber.com](http://www.DesPlainesChamber.com), “Downloads”.
7. The Des Plaines Chamber of Commerce & Industry will act only as the custodian of the Resume Bank, and directs job seekers to also consult or contact any existing Chamber member employment or staffing agencies listed in our print or online Business Directory at [www.DesPlainesChamber.com](http://www.DesPlainesChamber.com).

For additional information, contact the Des Plaines Chamber of Commerce & Industry at 847-824-4200.