



Massachusetts Veterinary Medical Association

MVMA Career Center

JOB SEEKER
MANUAL



Table of Contents

Job Seeker Benefits	3
Creating Your Job Seeker Account	4
Job Alerts	5
Searching and Viewing Jobs	6
Resume and Career Profile	8
Career Planning Portal	11
Job Seeker Premium Services	12
Contact Us	13



Welcome to the MVMA Career Center

The MVMA Career Center connects veterinary professionals with meaningful opportunities in animal health and veterinary medicine. Whether you're pursuing roles in private practice, specialty care, research, academia, or animal welfare, we help you take the next step in your career with confidence.

JOB SEEKER BENEFITS

- **CREATE JOB ALERTS** and receive veterinary and animal health opportunities that align with your skills, interests, and career goals.
- **UPLOAD YOUR RESUME** and connect with hospitals, clinics, specialty practices, and organizations seeking veterinarians, technicians, practice managers, and animal health professionals. You stay in full control of your visibility.
- **RECEIVE A FREE RESUME REVIEW** to strengthen your professional presentation and increase your chances of landing interviews.
- **STAND OUT WITH PREMIUM SERVICES** including professional resume writing and interview preparation tailored specifically to veterinary medicine.
- **ACCESS CAREER RESOURCES** covering private practice growth, specialty advancement, leadership development, work life balance, and emerging trends in animal healthcare.
- **PARTNER WITH A CAREER COACH** who understands the veterinary profession and can help you clarify your goals, navigate career transitions, and build a strong professional brand.
- **EXPLORE COMMUNITY CONNECTIONS** within Massachusetts' veterinary network to find opportunities aligned with your values and commitment to exceptional animal care.
- **USE AI SUMMARY & INSIGHTS** to quickly evaluate job postings and determine how well they match your experience, clinical interests, and long term career aspirations.

Creating Your Job Seeker Account

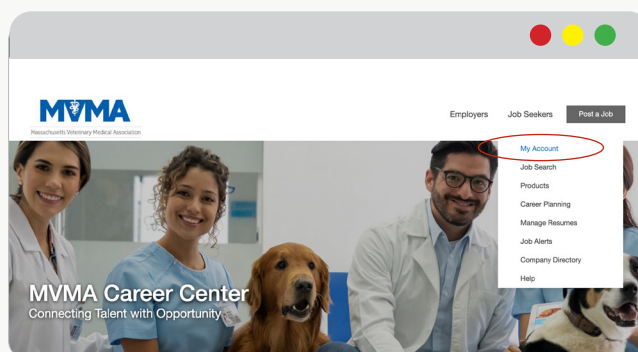
<https://careers.massvet.org/account/>

Your account allows you to set up job alerts, apply for top jobs in the industry, publish your resume, and access other functions that require your login.

1. On the careers.massvet.org homepage under the job seeker section, click on the My Account link.
2. Login and enter your details under the Create a New Account section.
3. Enter all required information.
Tip 1 - All required fields are marked with an asterisk.
Tip 2 - Keep your login credentials in a secure place. You will need these to log in later.
4. You'll then arrive at your primary account homepage, which is displayed each time you log in.

ACCESSING YOUR ACCOUNT

Maximize your account: track applications, check messages, and get a FREE resume review!



Your My Account page includes several options:



SETTINGS

allows you to update personal information that was entered when the account was created.



MY MESSAGES

holds a welcome message that introduces you to your account and the functionality of the board. It also contains notifications and contact requests from employers.



MY JOB APPLICATIONS

organizes the job applications you've sent to employers and recruiters.



MY SAVED JOBS

contains jobs you've saved to review later or apply to at another time.

Job Alerts

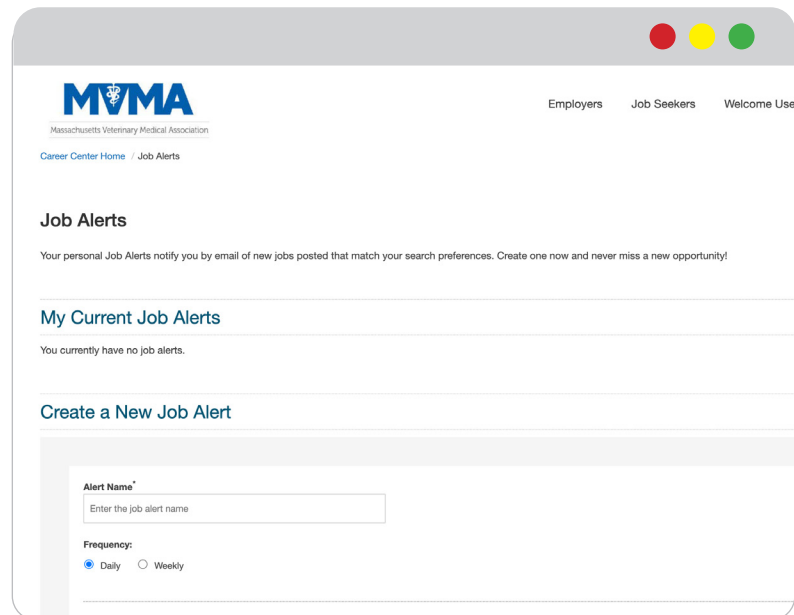
<https://careers.massvet.org/job/alerts/>

Sign up for our Job Alerts and have any jobs matching your criteria sent straight to your inbox. There are 2 ways to sign up for a job alert:

1. From your account.

To create a job alert, set the desired criteria by using the fields under **“Create a New Job Alert.”**

(Note: You'll only get a job alert when jobs with those exact job functions, industries, and locations are selected.)



The screenshot shows a web browser window with the MVMA logo and navigation links. The main content area is titled 'Job Alerts' and includes a section for 'My Current Job Alerts' which states 'You currently have no job alerts.' Below this is a 'Create a New Job Alert' section with a form. The form has an 'Alert Name*' field with a placeholder 'Enter the job alert name' and a 'Frequency:' section with radio buttons for 'Daily' (selected) and 'Weekly'.

2. From “Search Jobs” page.



Search for jobs on careers.massvet.org and apply filters to view only jobs relevant to you.



When job results appear, enter your email address in the pop-up window.



Once completed, you will receive an email asking you to activate the job alert.

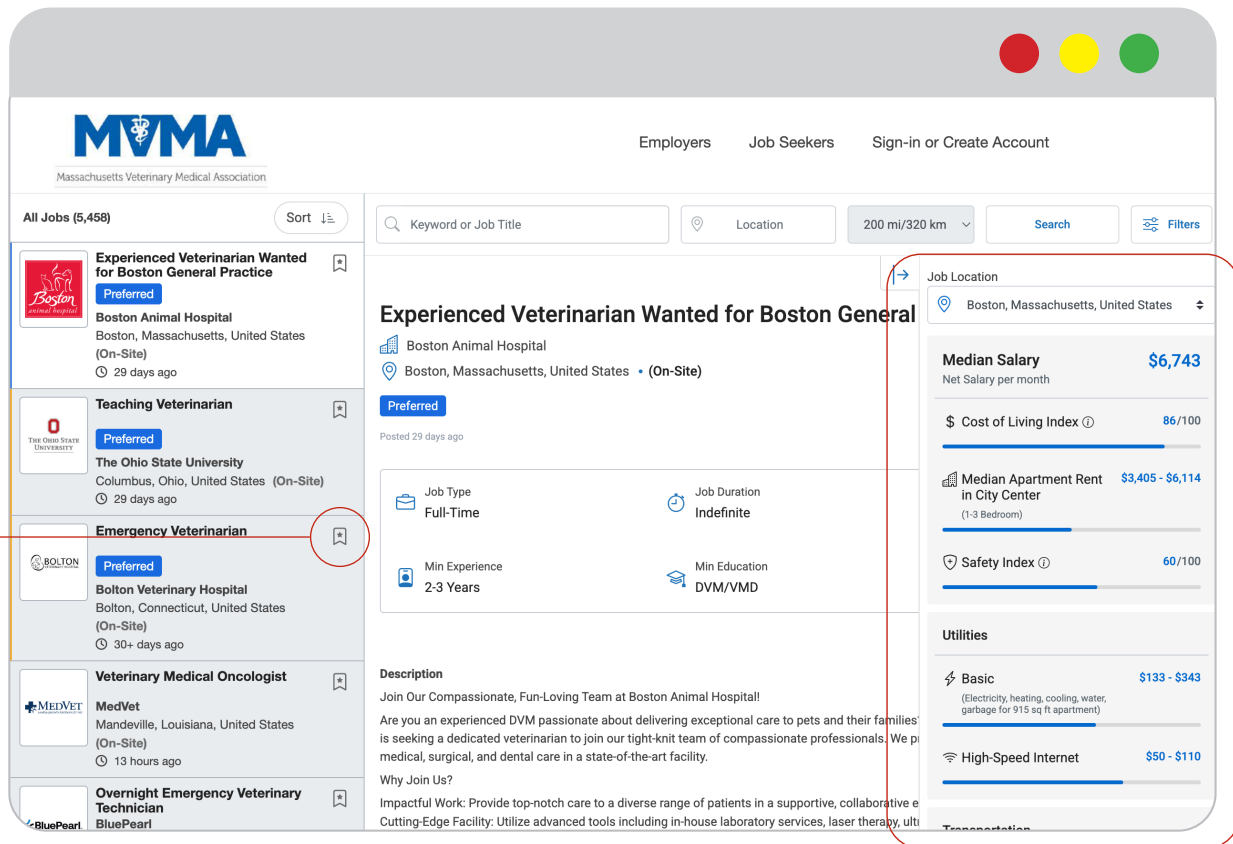


Click the activation link to start receiving job alert emails that match your criteria.

Searching and Viewing Jobs

<https://careers.massvet.org/jobs/>

SEARCH JOBS



From here, you can **"Bookmark Jobs"** and **"Receive Alerts for this Search"**.

To bookmark jobs, click the **"star"** icon next to the preferred job and a pop-up window will appear to notify you that your job has been saved to your account.

To receive alerts for your search, toggle the alert option, click 'Create Alert' in the pop-up window, and enter your email address.

WHAT'S NEW

Streamlined Job Search with Tailored Location Insights:

With global data on salary, safety, cost of living, and more, this tool simplifies your job search and helps you confidently decide when to apply for your dream job.

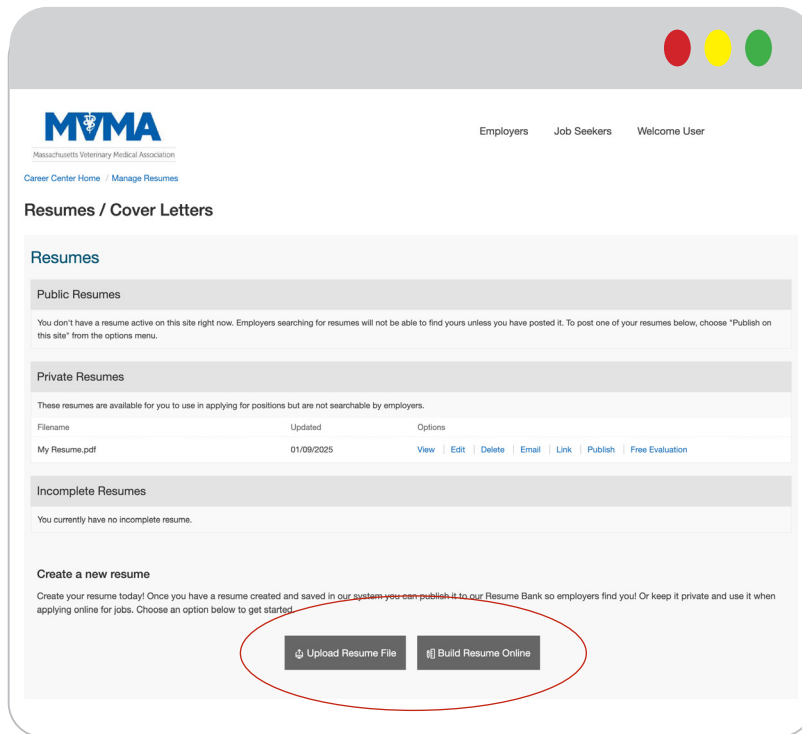
VIEW JOBS

The screenshot displays the MVMA (Massachusetts Veterinary Medical Association) job search interface. At the top, there are navigation links for 'Employers', 'Job Seekers', and 'Sign-in or Create Account'. The main search area includes a search bar with the text 'Keyword or Job Title', a location filter set to 'Boston, Massachusetts, United States', and a radius filter set to '200 mi/320 km'. Below the search bar, a list of job results is shown, including 'Experienced Veterinarian Wanted for Boston General Practice', 'Teaching Veterinarian', 'Emergency Veterinarian', 'Veterinary Medical Oncologist', and 'Overnight Emergency Veterinary Technician'. The selected job, 'Experienced Veterinarian Wanted for Boston General Practice', is detailed on the right. It includes the employer 'Boston Animal Hospital', location 'Boston, Massachusetts, United States (On-Site)', and a 'Preferred' status. The job description states: 'Join Our Compassionate, Fun-Loving Team at Boston Animal Hospital! Are you an experienced DVM passionate about delivering exceptional care to pets and their families? We are seeking a dedicated veterinarian to join our tight-knit team of compassionate professionals. We provide medical, surgical, and dental care in a state-of-the-art facility. Why Join Us? Impactful Work: Provide top-notch care to a diverse range of patients in a supportive, collaborative and Cutting-Edge Facility: Utilize advanced tools including in-house laboratory services, laser therapy, ultrasonography, and dental care in a state-of-the-art facility. Supportive Culture: Thrive in an environment that values kindness, respect, empathy, hard work, and...'. The job details section shows 'Job Type: Full-Time', 'Job Duration: Indefinite', 'Min Experience: 2-3 Years', and 'Min Education: DVM/VMD'. The right sidebar provides additional information: 'Job Location: Boston, Massachusetts, United States', 'Median Salary: \$6,743 (Net Salary per month)', 'Cost of Living Index: 86/100', 'Median Apartment Rent in City Center: \$3,405 - \$6,114 (1-3 Bedroom)', 'Safety Index: 60/100', 'Utilities: Basic \$133 - \$343 (Electricity, heating, cooling, water, garbage for 915 sq ft apartment) and High-Speed Internet \$50 - \$110', and 'Transportation'.

Spend less time searching and more time applying to relevant positions with the immersive “**Job Search**” page. The layout allows you to view job search results and job details on one screen, making searches faster.

Resume Career Profile

<https://careers.massvet.org/resumes/>



You have two options on how to build your profile on the Job Board.

1. Upload an existing document (DOC, PDF)
2. Build online resume

You can store multiple resumes on your account, but you'll need to select one to be published to the resume bank for employers to view. By default, your resume stays anonymous until an employer submits a contact request, which will then allow them to reach out to you directly.

YM Careers uses a third-party parsing software to pinpoint specific contact information in a document and hide it from an employer's view. While the parsing is accurate, we provide users with steps to double-check their work before saving the final version of the resume.

UPLOAD AN EXISTING DOCUMENT

Massachusetts Veterinary Medical Association

Employers Job Seekers

Career Center Home / Manage Resumes / Upload Resume

Upload Your Resume Document

Choose file* No file selected **Upload Resume** Submit my resume for a free evaluation from a trusted

Required field

Site Map Terms of Use Privacy Policy

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163 Lakeside Avenue,
Malborough, Massachusetts 01752

We accept resumes in both DOC and PDF format.

To upload, browse for the file to upload, then click on the "Upload Resume" button.

Upload Resume

Document

Upload Resume Submit my resume for a free evaluation from a trusted resume expert at TopResume **YES**

ymc Careers
POWERED BY MOMENTIVE

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163 Lakeside Avenue,
Malborough, Massachusetts 01752

You also have an option to submit your resume for FREE evaluation from a trusted resume expert at TopResume.

BUILD AN ONLINE RESUME

The screenshot shows the 'Create a New Resume' page on the MVMA website. The page has a header with the MVMA logo and navigation links for 'Employers', 'Job Seekers', and 'Welcome'. Below the header, there is a section titled 'Create a New Resume' with a sub-header 'Resume Settings'. Under 'Resume Settings', there is a note: 'This is for your own reference. It will not be visible to employers.' followed by a text input field labeled 'Resume Name *'. Below this is another section titled 'Contact Information' with a note: 'This contact information will only be shown when you release it to an employer.'

Once you have reviewed the information and are ready to proceed, click the “Save and Continue” button at the bottom of the screen. This is also where you can choose to immediately publish your resume in the resume bank.

A few things to keep in mind or note about this setup:

- All fields with the * (asterisk) are required. A user cannot move forward without filling them.
- Any information not filled in, but is required, is flagged if the user tries to upload information. The user must go back, then fill in the missing information field indicated with the red flag.
- The summary highlights your profile and is the section employers see when browsing the resume bank. This section is limited to 200 characters.

RESUME OPTIONS

VIEW – This allows you to view the resume. Contact information is included. As the job seeker, you see your information.

EDIT – Go back at any time and edit or update any of the information you previously added to the site.

DELETE – Remove the resume completely from your account.

E-MAIL – This allows you to directly e-mail a resume to an address that’s typed into the field.

PUBLISH – This allows you to make your resume searchable by employers. When you click “Publish” & confirm, your resume will be publicly available for recruiters to find.

FREE EVALUATION – This option provides a professional review of your resume. Clicking on it will submit your resume for feedback, and you will receive suggestions on how to improve it.

The screenshot shows the 'Resumes / Cover Letters' page on the MVMA website. The page has a header with the MVMA logo and navigation links for 'Employers', 'Job Seekers', and 'Welcome User'. Below the header, there is a section titled 'Resumes / Cover Letters' with a sub-header 'Resumes'. Under 'Resumes', there are two sections: 'Public Resumes' and 'Private Resumes'. The 'Public Resumes' section has a note: 'You don't have a resume active on this site right now. Employers searching for resumes will not be able to find yours unless you have posted it. To post one of your resumes below, click on the "Publish" button from the options menu.' The 'Private Resumes' section has a note: 'These resumes are available for you to use in applying for positions but are not searchable by employers.' Below this is a table with columns for 'Filename', 'Updated', and 'Options'. The table contains one row: 'My Resume.pdf', '01/09/2025', and 'View | Edit | Delete | Email | Link | Publish | Free Evaluation'. Below the table is a section titled 'Incomplete Resumes'.

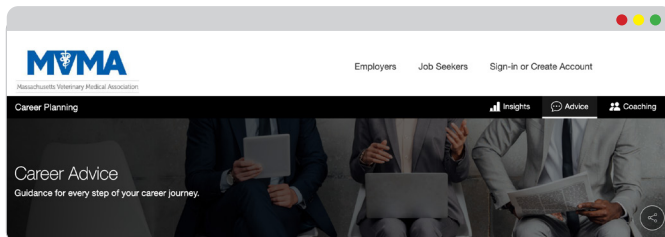
Career Planning Portal

The MVMA Career Center serves as a complete career planning destination where job seekers can access valuable tools and guidance to support their professional growth.

CAREER ADVICE

<https://careers.massvet.org/career-advice/>

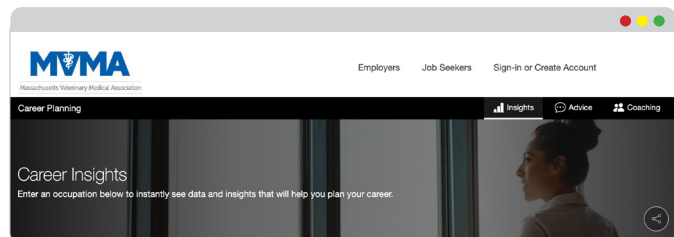
Explore expert articles covering job search strategies, resume writing, interview preparation, and career development in the veterinary profession.



CAREER INSIGHTS

<https://careers.massvet.org/career-insights/>

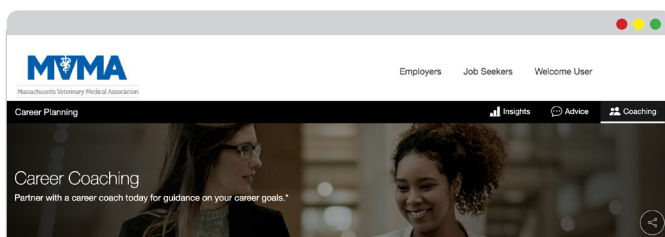
Stay informed with industry trends, professional guidance, and insights designed to help veterinary professionals navigate their career path.



CAREER COACHING

<https://careers.massvet.org/career-coaching/>

Connect with professional career coaches who can help you clarify your career goals, strengthen your resume, and prepare for interviews.



Explore a variety of coaches to find the right professional who can guide you toward your next career opportunity.

Job Seeker Premium Services

<https://careers.massvet.org/pricing/>

Stand out from the competition. Job Seeker Premium Services on the MVMA Career Center offers you professional writing assistance and interview preparation to capture the attention of potential employers and land your dream role.

Service	Price	Key Features
Free Resume	\$0	Reviewed style & organization to make sure your resume is neat and clearly organized. Writing & mechanics checked to ensure the writing is easy to understand and free of mistakes.
Professional Growth	\$149	Professionally written by experts that know your industry. Formatted to get an Employer's attention. Keyword optimized to pass Applicant Tracking Software.
Career Evolution	\$219	Professionally written by experts that know your industry. Formatted to get an Employer's attention. Keyword optimized to pass Applicant Tracking Software.
Career Confidence	\$349	Professionally written by an Executive writer: Top 10% of our network. Formatted to get an Employer's attention. Keyword optimized to pass Applicant Tracking Software.



Personalized CVs for Success.

Get noticed by employers with a tailored CV that showcases your strengths.



Cover Letters to Make an Impact.

Secure more interviews with professionally formatted cover letters.



Interview Prep.

Increase interview readiness with guidance from an expert.



LinkedIn Profiles that Stand Out.

Optimize your profile for job-search success.

Contact Us:

Customer and Technical Support:

Momentive Software Customer Service
(860) 437-5700
clientserv@momentivesoftware.com

Association and Membership Information:

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