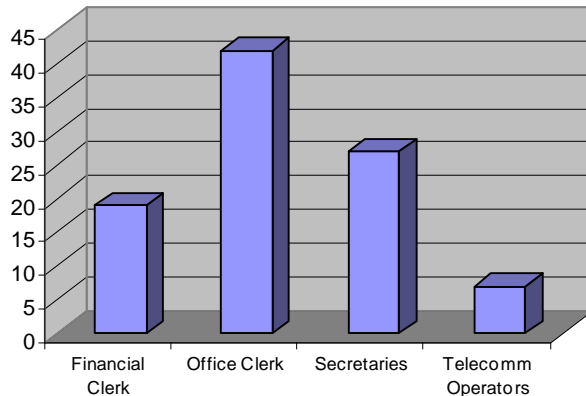
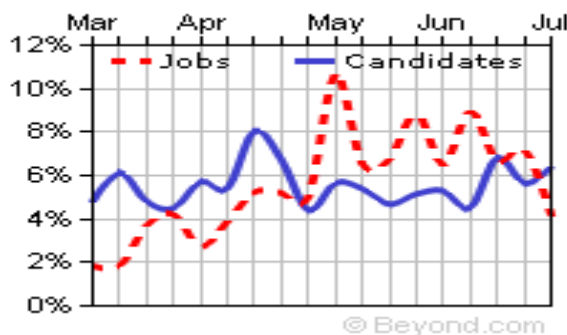


Top Sectors Clerical & Administrative



Clerical & Administrative Employment Trends (March 2005-July 2005)



Clerical and Administrative Employment Forecast (Source: Bureau of Labor Statistics: Occupational Outlook Handbook, 2004-2005)

- Office and administrative support is projected to create 7.5 million jobs over the 2002-2012 period.
- Customer service representatives will add the most new jobs, roughly 460,000 through this reporting period.

You can effectively reach this market. Here is how we can help.

The Beyond.com Network is comprised of more than 6,700 general, local and niche-industry web sites that together have the power to reach more than **25 million business professional contacts** through its network community, with thousands of new members added each day. A complete listing of the Beyond.com Network sites can be found at: www.Beyond.com/Network.

The Clerical and Administrative Delivery Channel captures and delivers information tailored to meet the individual needs and goals of the administrative professional and corporate organization. In addition to searching for a new job, candidate, or industry-related resource materials, Beyond.com can help create a customized recruitment, marketing or advertising campaign that will effectively reach your company's targeted audience.

Branding and advertising opportunities include:

- Job Posting Packages
- E-Mail Marketing and Sponsorships
- Corporate Branding
- Corporate Spotlights
- Alerts and Keyword Purchases

Network Statistics	
Monthly Visitors	3 million
Page Views	15-20 million
Clerical and Administrative Statistics	
Resumes	340K
Job Postings	12K
Channel Sites	72
Contacts	1.13 million

Top 10 Positions (%)	
1. Office Clerk	(11.69%)
2. Secretary	(9.70%)
3. Receptionist	(9.35%)
4. File Clerk	(8.34%)
5. Executive Secretary	(6.83%)
6. Information & Record Clerk	(6.39%)
7. Word Processor or Typist	(5.46%)
8. Information Clerk	(4.96%)
9. Correspondence Clerk	(3.07%)
10. Order Clerk	(2.87%)

Top 5 Cities for Jobs	
1. New York, NY	
2. San Diego, CA	
3. Los Angeles, CA	
4. Atlanta, GA	
5. San Francisco, CA	

Clerical and Administrative 2QT05 Industry Outlook

The Beyond.com Network

By using the power of the Beyond.com Network, your company can be as broad or as specific as necessary in its search to target the critical audience to maximize the value of your recruiting, marketing or advertising campaign. You can target national, regional, state, city, specialty or industry-specific areas. Located below are a few listings of top states, key word searches and web sites that should be considered:

Top 10 States for Candidates
1. California (13.91%)
2. Texas (10.23%)
3. New York (7.80%)
4. Pennsylvania (7.22%)
5. Georgia (4.81%)
6. Florida (4.59%)
7. Illinois (4.11%)
8. New Jersey (3.92%)
9. Washington (3.18%)
10. Michigan (3.15%)

Clerical & Administrative Key Word Searches:

Administrative Assistant, Clerical, Receptionist, Data Entry, Secretary, Executive Assistant, Clerk, Work from Home, Office Manager, and Administration

City Sites

PhillyJobs.com	ManhattanJobs.com	SeattleJobs.com
BaltimoreJobsite.com	PittsburghJobs.com	PhoenixJobs.com
BostonJobsite.com	AlbanyJobsite.com	ChicagoJob.net

Industry Sites

PayrollClerk.net	OfficeAdministrator.net	SecretaryJobsite.com
ClericalPosition.com	AdministrativeJobsite.com	AdministrativeClerk.net
AdministrativeJobs.com	DataEntryClerk.net	AdministrativeSecretary.com

Key Clerical & Administrative Demographics

In addition to the extensive reach of the Beyond.com Network, it is also important to understand key demographics for the Clerical and Administrative Delivery Channel such as years of experience, educational background, length of job search and candidate personality traits. As you can see, 37.27% of our network candidates have a 2 year college degree or higher, 45.09% have 5 or more years experience and over 48% of candidates have chosen the Beyond.com Network within the first 2 weeks of their job search. This translates into a significant opportunity for your company to tap into a highly-talented, knowledgeable and fresh candidate pool.

Experience Level	
Less than 1 year	9.57%
1-3 Years	24.15%
3-5 Years	21.18%
5-10 Years	21.08%
10-15 Years	9.80%
15-20 Years	7.99%
21+ Years	6.22%

Educational Background	
Post Graduate Degree	2.56%
4 Year College Degree	20.39%
2 Year College Degree	14.32%
Some College	34.39%
High School Diploma	28.34%

Length of Job Search	
Just Started	33.74%
2 Weeks	14.93%
4 Weeks	11.87%
6 Weeks	6.07%
2 Months	8.05%
3 Months	7.98%
6 Months	6.35%
9 Months	2.09%
12 Months	1.31%
Over 1 Year	7.61%

Channel Personality Type:

The leading personality type: **ISFJ** (Introvert, Sensor, Feeler, Judger) ISFJ traits include: cautious, gentle, and thoughtful; hesitant until they know people well then affectionate and caring; very literal and aware of the physical world; uncompromising about personal standards and easily offended; diligent and conscientious, organized and decisive. The most important thing to ISFJs is living a stable, predictable life and helping people in real ways.

Start with Us...

Beyond.com will help maximize your campaign today. Contact us now at LPSales@Beyond.com or by dialing 1-866-694-5627. Together we will help you Go Beyond!