

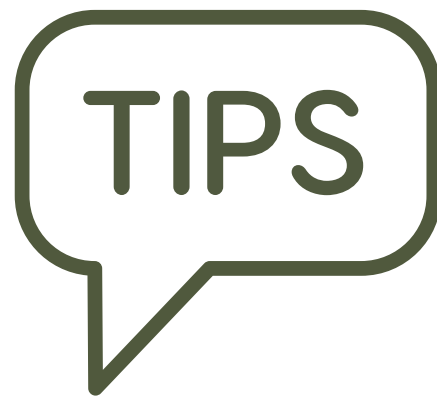
# LOOKING FOR A JOB ONLINE



**An online job search can be both frustrating and very time-consuming. This manual outlines valuable search tips and techniques to make your job search a lot more productive.**

The internet is a great resource for job seekers, but it can also be a bit overwhelming if you approach it without a game plan. Your best way to find a job online is to boost your online presence by creating a professional website and/or LinkedIn profile. Look for job listings posted on a variety of sites from alumni organizations to generic employment boards. When you find a job that appeals to you, act fast and put in a professional application with strong supporting materials.





You need a computer, internet access, an email address, a resume and a cover letter to apply for jobs online.

Update your resume.

Update your profile on professional networking platforms.

Be selective!

Draft a separate cover letter for each application

Make sure your responses are error-free, accurate, and fully completed.

**Keep applying!**

## Use the right keywords in your job search

1

We all know the value of using the correct keywords when doing an online search. Be very specific about the position you are searching for.

Use the full job title, the job itself and even some of the job tasks. For example, if you are looking for a marketing position you can type in "Marketing Agent, Marketing, Sales, Customer Relationships"

## Use quotes

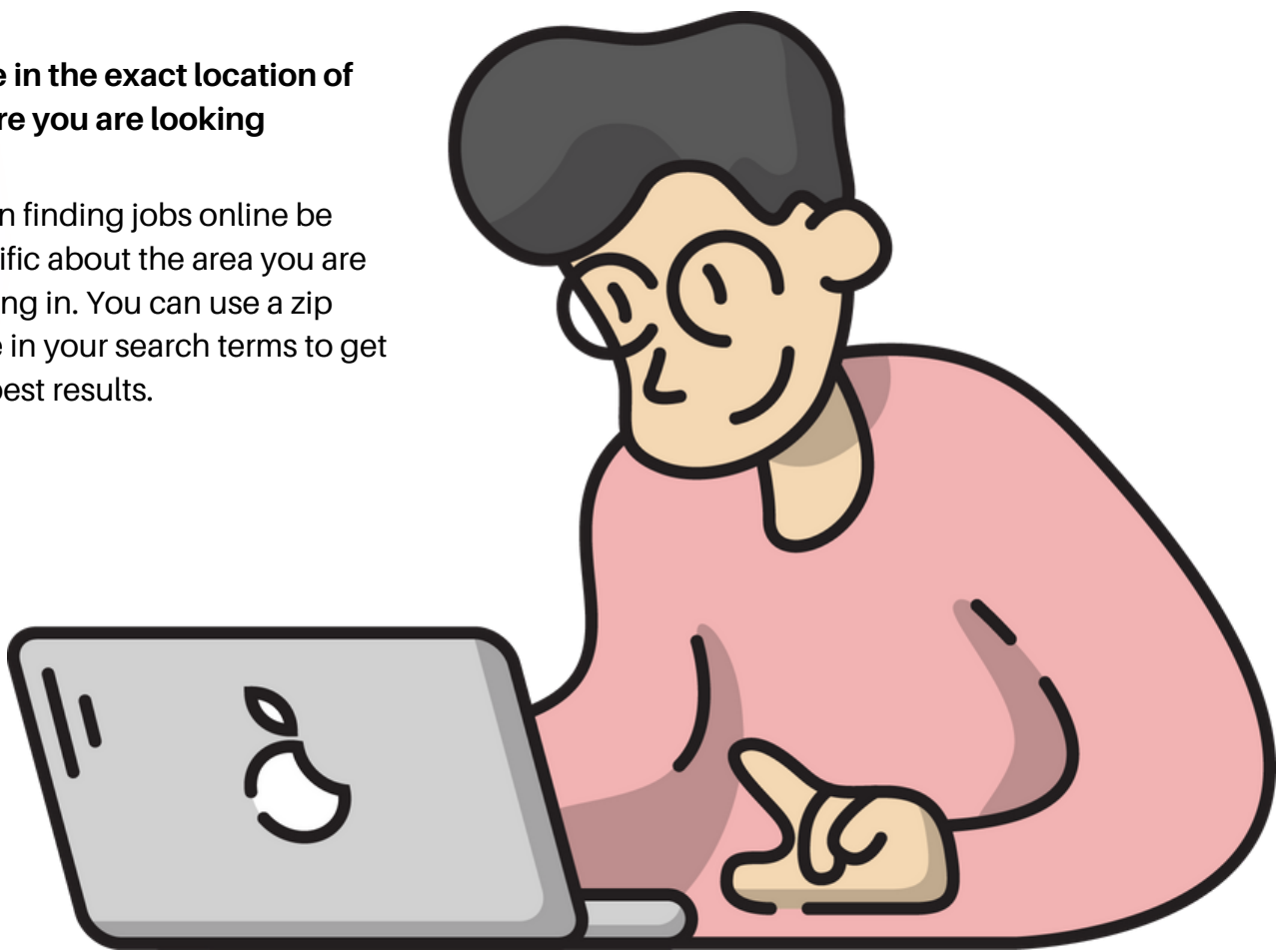
2

Using quote marks allows you to search for an exact phrase. If you type in marketing jobs in Philadelphia you will get all pages that include both the word marketing jobs and Philadelphia. If you type in "Marketing jobs in Philadelphia" you will only get results with that exact phrase on the page.

## Type in the exact location of where you are looking

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When finding jobs online be specific about the area you are looking in. You can use a zip code in your search terms to get the best results.

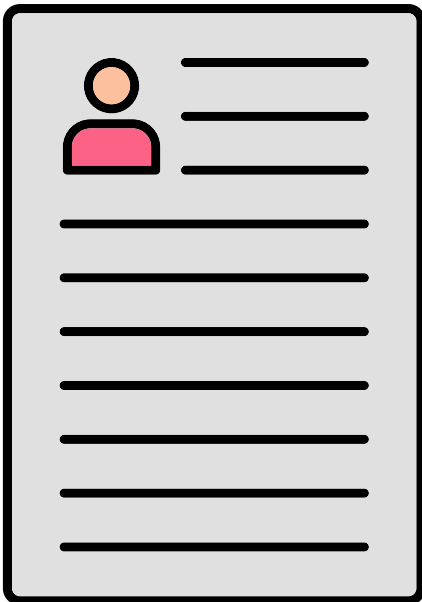


## Check your online resume

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Make sure your resume is complete, current and contains the right keywords before posting it online.

Many companies prefer to search online job portals for good candidates than advertise the position. It is essential that the resume you post online contains the correct details, outlines all your duties and responsibilities, and highlights your skills and abilities.



Include everything that a prospective employer would want to see. It is important to have all the correct keywords in your resume to attract the employer and make it easy for them to find you online!



## Type the heading "Resume" on the resume you post online

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Many recruiters search online using the keyword "resume".

Make sure at the top of your resume you have "Resume of (your name)" on a separate line. Your file name should include keywords and your name to both identify and market you.

For example: "Call-center-agent-JSmith-resume.html"

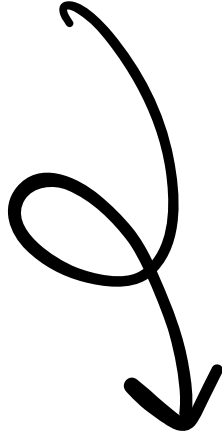


Job Skills for  
Mothers

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## Include a cover letter where indicated

A cover letter is a convincing summary of why you are the right candidate for the job and is the best way of making sure your resume gets read.



## Some of the websites for online job search

**Careerbuilder** - provides job postings, resume posting, career advice and job search resources.

**Indeed.com** - millions of job listings from a huge number of websites.

**Dice.com** - leading job site for tech job seekers.

**LinkedIn** - a network of professionals where you can search jobs and look at jobs that may interest you.

**Google for Jobs** - a job search engine that compiles job postings from a number of different sources.

**Idealist.com** - excellent information on internships and volunteer jobs.

**LinkUp** - good for unadvertised jobs as it only posts current job openings from company websites.

**Simplyhired.com** - an index of plus 8 million job listings from across the web.

**Glassdoor.com** - a jobs and career community that provides an insider's view on jobs and companies.



# Activities

## Exercise 1

Answer the following questions

1. What is a CV?
2. What is a cover letter?
3. What are the important steps when applying for a job online?
4. Should you use the same cover letter always?
5. What can you use in our search box to get better results?

## Exercise 2

Name the following websites

1. \_\_\_\_\_ leading job site for tech job seekers.
2. \_\_\_\_\_ provides job postings, resume posting, career advice and job search resources.
3. \_\_\_\_\_ a job search engine that compiles job postings from a number of different sources.
4. \_\_\_\_\_ excellent information on internships and volunteer jobs.
5. \_\_\_\_\_ a jobs and career community that provides an insider's view on jobs and companies.



# Answer Key

## Exercise 1

Answer the following questions

1. Curriculum vitae(CV) is a short written summary of a person's career, qualifications, and education.
2. A cover letter is a document you send with your resume, that provides additional information about skills and experiences related to the job you are applying to.
3. You need a computer, internet access, an email address, a resume, and a cover letter to apply for jobs online.
4. Should you use the same cover letter always?
5. What can you use in our search box to get better results?

## Exercise 2

Name the following websites

1. Dice.com
2. Careerbuilder
3. Google for Jobs
4. Idealist.com
5. Glassdoor.com