How to Use the Internet in Your Job Search

During the past ten years the Internet has become an important resource for the job seeker. Many public and private organizations and companies both large and small are listing job openings on the Internet. A number of large databases of job openings list in excess of a million jobs each. Savvy job seekers are posting their résumé on the net and with résumé services. It is critical, therefore, that today's job seeker understand how to use this resource.

New to the Internet?

If you are new to the Internet, ask for assistance from your local American Job Center staff. They can train you on use of the Internet. This familiarity with the Internet is necessary in order for you to benefit from this valuable resource.

Disclaimer

Be aware that the information provided in this *°Ł˙ is current as of the date that the Guide is written. The Internet is constantly changing. Web sites change names and addresses. New sites are added daily and old sites may vanish. All web sites are updated almost daily so the information you obtain today will most likely change tomorrow. The sites, ***https://www.myperfectresume.com/*** and ***www.job-hunt.org*** should be your starting points for current web names and addresses. Both sites stay current on web names and addresses that are of interest to job seekers.

Search engines

Search engines are Internet companies that compile and reference information posted on the Internet. You ask a search engine to list all web sites that mention a selected word or phrase. In a matter of seconds the search engine lists all known sites that use that word or phrase. Depending upon the word or phrase you can get as few as no "hits" to several million. Search engine companies are not all alike. Their methods of searching the world wide web differ so you may find one engine more responsive then another. Also, the more sophisticated you become in using a search engine, the more targeted your search becomes. The following are popular search engines:

Google	***www.google.com***
Yahoo	***www.yahoo.com***
AOL	***www.aol.com***
Bing	***www.bing.com***
Ask	***www.ask.com***

Job seekers use the Internet to:

- Identify resources to be used in their career and job search.
- Find information on companies.
- Locate job openings.
- Post their résumé so potential employers can see it.
- Network job openings. The Internet helps the job seeker to identify people who may help them identify job openings.

General information

Job Search Information The following are a few sites that provide information on the job search:

www.beyond.com/
www.theworksite.com
https://www.myperfectresume.com/
www.job-hunt.com
www.jobhuntersbible.com
www.careeronestop.org
www.mindtools.com

Moving/relocating Check these sites for information about cities, states, homes, taxes and cost of living:
www.statelocalgov.net
www.realtor.com
www.homefair.com

Salary Information These sites provide information on average salaries for selected occupations.
www.jobstar.org/tools/salary
www.bls.gov

Information on companies

These sites will assist you to identify companies, get their address, telephone numbers and often employee names and titles. Many sites provide information about the company, including annual reports and recent news articles.

www.bizweb.com ***www.superpages.com*** ***www.sec.gov***
www.bbb.org ***www.businesswire.com*** ***www.businessweek.com***
www.bloomberg.com

Decatur Illinois workNet Center
757 W. Pershing Road
Decatur, IL 62526
217-875-8751
www.worknet19.org

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Job opening data bases

There are literally thousands of sites that list job openings. Some are industry or occupation specific, whereas others are local or regional. To narrow your search, use a search engine and target your search. For example, search on *brick layer oklahoma job* to get a listing of jobs for brick layers in the state of Oklahoma. In addition to the list of Mega job banks listed below, Internet providers and newspapers have job banks. If you belong to AOL, Earthlink, etc., check their sites for job listings.

Be aware that some sites require you to provide information about yourself and the type of job you seek before they will allow you access to the job listings. You may or may not want to provide this information before you look at the job information. Also, avoid sites that require you to subscribe and pay a fee before you can access the job information. The following are a few of the Mega job banks:

- Each state has a job bank that is managed by the state employment department. Follow the on-screen directions to select your state or the state of interest. ***Jobbankinfo.org***
- CareerBuilder searches the databases of many job sites. ***www.careerbuilder.com***
- Indeed allows you to search for jobs by location. ***www.indeed.com***
- Monster is a Mega site that offers many services as well as a large job database. ***www.monster.com***

Posting your résumé

More and more companies are asking candidates to submit electronic résumés. These résumés differ significantly from traditional paper résumés. How you plan to make your electronic résumé available to employers dictates the format of the résumé:

- Do you plan to post your résumé on-line to commercial résumé posting services?
- Do you plan to send your electronic résumé directly to company web sites?
- Do you plan to e-mail your résumé to individuals in response to advertisements?

There are essentially three types of electronic résumés: plain text, formatted and web based. Review the **JobSearch Guide** *How to Write an Internet Résumé* for more details.

E-mail

If you want to participate in the Internet revolution, it is imperative that you have an e-mail account. You don't have to have a computer, only access to a computer. Access is available at most local One-Stop Career Centers and local libraries. Web-based e-mail accounts allow you to get your mail from any computer and are generally free. Three popular sites allow you to set up an e-mail account:

www.hotmail.com ***www.yahoo.com*** ***www.gmail.com***

Again, your local One-Stop Career Center or librarian can help you. You will need to select a unique "name" and a password so others cannot access your mail. Selecting a unique name with any of the above sites can be difficult since most common names are already taken. Once you have succeeded in selecting a username and password, never give out that information.

Internet and privacy

The Internet has been described as a giant party line. In other words, information that is transmitted over the Internet can be intercepted by hackers. Unless an encrypting program is used, information is generally not secure. Therefore, do not send any information that you want to keep private. Strangers, in addition to the people to whom you are sending the information, may also have access to it.

Using your work e-mail address

Do not use your work e-mail address in your job search unless you have permission from your employer. Your e-mail account at work technically belongs to your employer who has the legal right to monitor your communications. It is better to use your home e-mail address when job-searching.

Caution: Not all ads are legitimate!

Although most job listings are legitimate, especially those on the large job banks, some unscrupulous people use the Internet job banks as a way to get information about people. They use information garnered from your résumé for identity theft purposes. To protect yourself, check out the company posting the ad by making a telephone call to their office. Make sure that they have posted the opening and that the web address is legitimate. Be wary if no company name is given in the job listing.

Do's and don'ts

- Do become familiar with a company before you contact them. If they have a web site, they expect you to have read it.
- Don't send attachments to e-mails unless the receiver knows you. Most companies have a policy (because of the threat of a computer virus that could be embedded in a file) against opening attachments from non-company e-mails. If you want to include your résumé, paste it within your e-mail.
- Do keep all correspondence short and to the point.
- Don't send e-mails to the company president or vice-president unless directed to do so. If they don't know you, your e-mail and résumé will be sent to Personnel, often with a note, Don't Hire!
- Don't spend more than 50% of your job search time using the Internet.

Internet resources

https://www.myperfectresume.com/how-to/career-resources/jobsrch/#intro-- Great information on how to use the Internet in your job search.

http://email.about.com/od/freeemailreviews/tp/free_email.htm -- Review of email services.

www.job-hunt.org/findingjobs.shtml -- How to locate the web sites of employers.