

How to Use the Internet in your Job Search



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INTRODUCTION

According to “What Colour is Your Parachute” by author Richard Nelson Bolles, the Internet helps job hunters in 5 different ways:

1. **Job Postings** – where employers have a place to post jobs (see websites such as: www.jobbank.gc.ca)
2. **Resume-posting** – where job hunters are able to post jobs in hopes that potential employers will read it and call them (www.workopolis.ca offers such as service).
3. **Testing and Career Advice** – there are thousands of websites to help job seekers with their job searches from everything to writing resumes, practicing for interviews (websites like www.monster.ca and www.workopolis.ca) and completing interests test to determine what kind of work they should be doing (like www.careercruising.com).
4. **Research** – research companies to prepare for interviews, research salaries, research... well pretty much anything.
5. **Contacts** – also called “networking” in the physical world... you can tell your friends or email potential employers telling them you are looking for a job.

Plus, whether we like it or not, both employers and job seekers are enjoying the flexibility the Internet offers (it’s always available – 7 days a week, 24 hours a day).

So, how can you... perhaps a little afraid of technology... take full advantage of the Internet while job searching? Just keep reading.

JOB SEARCH WEBSITES

Here is a list of the most popular websites (to find jobs locally):

Job Bank – www.jobbank.gc.ca

Northern Life – www.northernlife.ca

Osprey Career – www.ospreycareers.ca

Workopolis – www.workopolis.ca

(Check out our complete list of useful job searching websites... Ask for the “Just a click away... Interesting Job Searching Websites” guide, similar to this one.)

This being said, remember:

- 80% of jobs are never posted
- When a job is posted, there are many candidates applying for the same job as you. Competition is fierce!
- The Internet should NOT be the only avenue you use to find a job

EMAILING YOUR RESUME - PROPER ETIQUETTE

After receiving resumes for jobs we had posted on the Job Bank, we thought it would be a good idea to share with you the Do's and Don'ts of emailing your resume.

Do's:

- **Make sure to include a message.** Believe it or not, we received many emails which included just a resume. The person had not indicated which job they were applying for, who they were or any other info that might help!
- **While you're at it... provide your name** and a phone number (in case the employer can't open your attached resume) with your message.
- **Add your resume as an attachment.** Copying and pasting your resume might make it look... well, not as professional. The formatting (the way the resume looks) usually gets "lost". Steps are included in this booklet to learn how to add an attachment to an email.

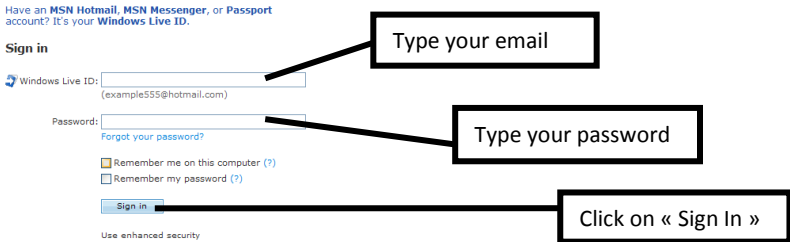
Don'ts:

- **Save your resume as AnotherStupidJob.doc**, or any other name that is not professional. When people receive your email, with the attached resume, they can see what name you gave your resume when you saved it. A good way to save it is YourName_Resume (or something similar).
- **Assume the person receiving the email is the same person doing the hiring.** Sometimes companies have a general email address they use when posting jobs. This means that the receptionist might be the one receiving the emails and passing them on to whoever does the hiring. This is why it's important to indicate which position you are applying for and your name to your email.

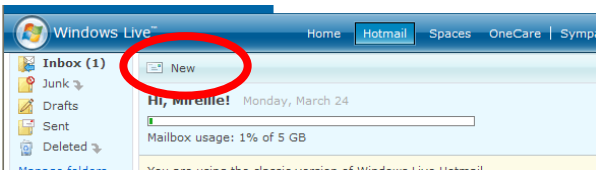
10 Easy Steps

ADDING AN ATTACHMENT TO AN EMAIL

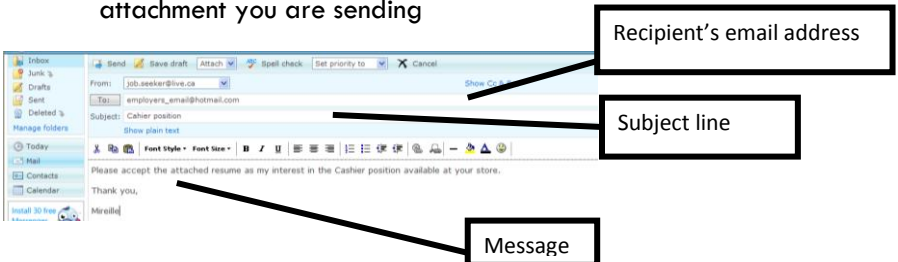
- Log into your email (for example Hotmail)
- **Step 1:** Go to www.hotmail.com
- **Step 2:** Sign in



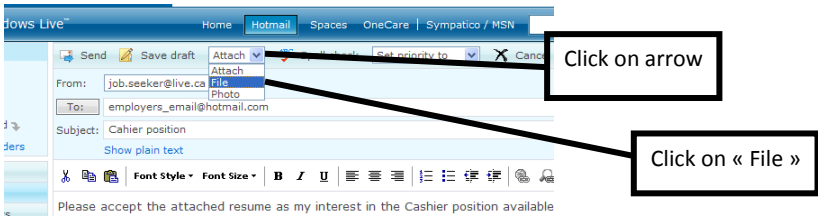
- **Step 3:** Click on « New »



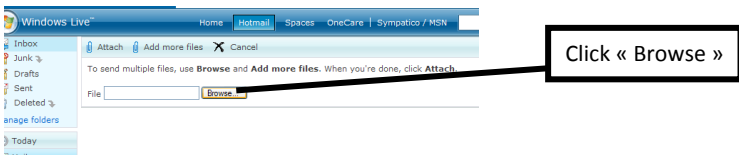
- **Step 4:** Type recipient's email address; add a subject (for example the name of the position you are applying for); write a short message giving more information about the attachment you are sending



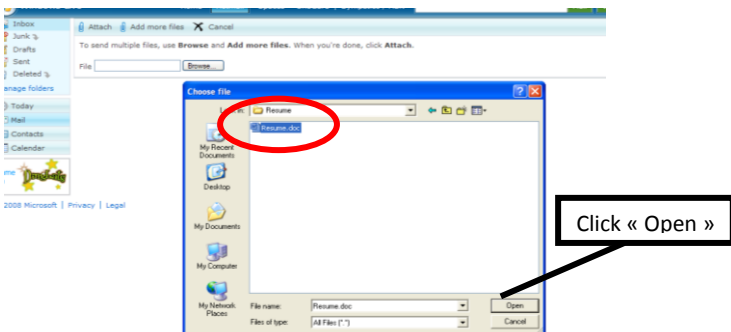
- **Step 5:** Click on the arrow next to « Attach »
- **Step 6:** Select « File »



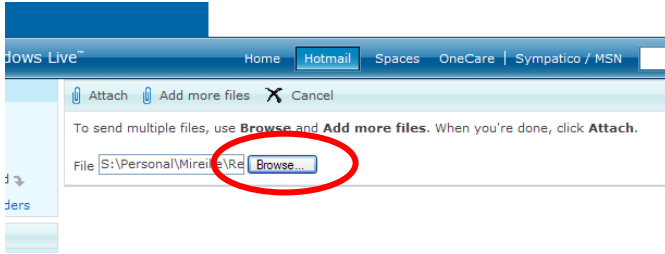
- **Step 7:** Click « Browse »
 - It is important to remember where you saved your document as you will need to find the file that you want to send on your computer.



- **Step 8:** Find the file (for example your resume) and select it then click « Open »



- **Step 9:** Click the « Attach » button (or if you want to add other files click « Add more files » and repeat Steps 7-9)



- **Step 10:** Click « Send »!



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**If you want to work...
We want to help!**