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Tips for Online Job Searching

3 **Set up an e-mail account**

If you do not already have an e-mail account, it is vital to set one up before applying for jobs online. Many job boards ask you to register, which requires an e-mail address. Plus, many employers may seek to contact you through e-mail. And remember: when creating an e-mail account you will use for job searching, keep your username simple and tasteful.

Narrow your options

Many job boards offer filters to help you refine search results more quickly. You should have the option to narrow your job search by region, industry and duration, and, oftentimes, you can narrow it even more by keywords, company names, experience needed and salary.

Go directly to the source

Instead of just applying for the posted job opening, one of the best strategies to finding a job is to figure out where you want to work, target that company or industry and then contact the hiring manager. Also, many employers' career pages invite visitors to fill out candidate profiles, describing their background, jobs of interest, salary requirements and other preferences.

Find your niche with industry Web sites

Refine your search by visiting your industry's national or regional Web site, where you can find jobs in your field that might not appear on a national job board.

Utilize job alerts

Most job boards have features that allow you to sign up to receive e-mail alerts about newly available jobs that match your chosen criteria.

Look at job boards on LinkedIn and professional association sites

Try using social networking job sites such as LinkedIn to find jobs (and receive references from past employers and co-workers), as well as job boards posted on the Web sites of professional associations (for example, the American Library Association Web site would be a good resource for librarians).

Tweak your resume each time you apply

Take a look at the precise skills listed for each job posting (and the precise wording used to describe those skills), and adjust your resume to show how your experience fits with what the employer is seeking.



Adapted from www.careerbuilder.com and www.iseek.org