Internet Job Search Strategies

The Internet is a global electronic community linking networks, organizations, agencies, schools, government agencies and individuals around the world. The Internet is a powerful resource tool that provides job openings, company information, and business trends, and becomes a valuable aid in your job search when you know how to use it.

If the Internet is new to you, this is your chance to see how much important useful information for your job search is at your fingertips. Learn computer skills at your local Career Center, One-Stop Center, library, or technical school. Some high schools offer evening computer classes. It will take patience and some practice to learn how to get around on the Internet, but the effort will be worthwhile and give you many job leads.

Accessing Job Search Information

Start with websites that offer a lot of information like the Georgia Department of Labor's website (www.dol.state.ga.us) and use them to find more specific resources. Click on links to check out other sites. Always move from general to more specific information. Then look at online resource guides and sites for your field or industry. Use search engines like www.Google.com or www.Yahoo.com to locate new and hidden sites specific to your occupation. To learn more about a company, search on the company name, any nicknames it is known by, or names of its major products.

Internet Job Resources Include:

- Job postings
- Résumé posting
- Job search assistance
- Notification when a job matches your interests
- Information on employment, occupations, industries, and employers
- Telephone and business directories
- Maps to help with your travel
- Employment services

Scannable Résumés

After creating your résumé on paper, increase your outreach by producing a scannable résumé using basic text format. The scannable version is your résumé without any graphics or fancy formatting that could interfere with an employer reading your résumé. Many companies use electronic scanners to identify résumés that contain industry terms, keywords, and requirements that match the job posting. Ask your local One-Stop staff for resources on how to do this.

Have Questions?

There are 53 Georgia Department of Labor Career Centers. Each office is equipped with high-speed internet.

Go to www.dol.state.ga.us to locate an office near you.

GEORGIA
DEPARTMENT OF LABOR
MARK BUTLER, COMMISSIONER

Internet Job Search Strategies

Hypertext Résumés

Hypertext résumés may include graphics, video, sound, hypertext links and direct emails. Some sites that post these require them to be formatted in Hypertext Markup Language (HTML). Check with your local One-Stop staff for resources.

Your Own Website

Some job seekers create professional websites which include their résumé information. This website should follow the publishing standards of the World Wide Web and also the standards of good résumé writing. However, a website should be more than just an online résumé. There are many resources on the Internet, at a One-Stop Center, and in libraries to help you create a website.

Electronic Networking

Would you like to network with professionals in your industry from all over the world without traveling to expensive conferences or getting long-distance phone bills? Looking for another way to make direct contact with potential employers? Networking on the Internet is the solution.

Here you use three basic Internet tools: news groups, email, and live chat. Each requires specialized communication tools, preparation, and practice. Many of the standards of good telephone communication apply to the Internet.

CareerOneStop

CareerOneStop (www.careeronestop.org) offers a wide variety of information important in forming a successful job search. Here you will find the latest news on labor market updates, wage and job trends, education and training opportunities, and much more. If you do not have Internet access, visit your local Career Center, One-Stop Center, or public library.

Cautions

The Internet is not a magic answer, instantly producing a job. The Internet cannot be the only tool you use in your job search. Continue to read other materials, talk to people, attend networking meetings, and check out job openings as they appear. Using a combination of resources and outlets produces the most successful job search.

- Be cautious about posting personal information on the Internet.
- For job searches, you may want to create a separate email address using only an initial (jbrown@yahoo.com).
- Consider using a post office box instead of posting your home address.
- Avoid putting your social security number on the Internet because providing that number could expose you to the possibility of identity theft.

Internet Job Search Websites

www.rileyguide.com/
www.quintcareers.com/maximizing_net_job_search.html
www.jobhuntersbible.com/

DOL-4421 (R-4/11)

Equal Opportunity Employer/Program • Auxiliary Aids & Services are Available Upon Request to Individuals with Disabilities