

Welcome to Online Job Search



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Today's Agenda



Online Job Search



Best Search Practices



Popular Sites




Creating accounts



Helpful Resume Tips




Summary



What Is Online Job Searching

- Long gone are the days of mailing your resume to a company and hope they're in need of your skillset – no more staring at a wall full of job postings only to find out the position was filled weeks ago
- Technology has helped make searching for jobs more convenient than ever
- With an internet connection, and a computer or phone, job seekers can look for jobs anywhere in the world
- It's easier to look and apply for jobs at the click of a button



Getting Started with Online Job Search

- Research industry specific “niche” online job boards - <https://www.themuse.com/advice/the-17-best-niche-job-search-websites-to-help-you-cut-through-all-the-clutter>
- Search using keywords – Job descriptors
 - Such as keywords that match your interests and the location where you want to work
- Use Industry Association websites - LinkedIn is an excellent source of professional “groups”. Connecting with people in those groups can often be good leads to employee referral opportunities - the best and fastest way to get hired.
- Research interesting companies – think about which companies interest you, and not necessarily job titles.
- Facebook has Job Searching Pages – Search “Jobs”

Please Be Patient!

Best Job Searching Practices

Job searching online can be tedious but there are ways to make it work in your favor. These need-to-know job search tips can help create a job search experience that yields an amazing job opportunity meant just for you.

- 1. Visit** the actual Company/Organization's Web Sites - Many companies/ organizations post their job openings right on their own Web sites (usually under an Employment or Career Opportunities link)
- 2.** If there's a **professional organization** in your field, join it and start participating in its meetings and other events so you can get to know people in your area of interest. "Networking"
- 3.** Many cities host job fairs at various locations throughout the year. A job fair is a rare opportunity to have employers come to you, so make sure you attend whenever possible.
- 4. Use Recruiter/Headhunter** – Google recruiters in your area - LinkedIn is a good resource
- 5. Don't wait.** It's late at night and you're perusing job postings. "Oh, I'll apply for that position in the morning." Don't. Chances are, if that job caught your eye, it also caught the eye of dozens of other job seekers. When you spot a job you really want, apply for it right then. Don't delay.

- 6. Use smaller, niche job sites.** Using smaller, niche job sites can ensure that you not only will find legitimate jobs but that you'll also have a speedier and happier search.
- 7. Sign up for job alerts via text or email.** Signing up for job alerts via text or email means that you'll learn about job listings right as they go live. It can make all the difference between your job application winding up at the top—or the bottom—of the resume pile.
- 8. Apply to the newest jobs first.** hiring managers might cap the amount of resumes they receive by a certain date (possibly a week or two), and if you send yours in too late, it's like you never sent it in at all. Whenever possible, apply for the newest jobs first so you position yourself as the key candidate!
- 9. Make sure your social media is professional.** it's in your best interest to clean up your online image ASAP. Start by setting your existing profiles to private and remove any unflattering photos or comments. Once you've done that, start new social media accounts that show the professional side of you—and update them often.
- 10. Have a LinkedIn profile.** LinkedIn is the easiest way to showcase your skills, education, and work experiences to a potential employer—and it is possibly the number one social media profile an employer would check out first. Make sure yours is current, polished, and showcases you in the most attractive (and hireable!) light possible.
- 11. Reach out.** If there's one company you desperately want to work for, Contact the hiring manager and introduce yourself and mention the type of position you're looking for. Chances are, they will have you send in your resume.

Popular Online Job Searching Websites

1. **Indeed** - <https://www.indeed.com/> - includes millions of job listings from thousands of websites, including company career pages, job boards, newspaper classifieds, associations, and blogs. Can also search job trends and salaries, read and participate in discussion forums, upload a resume, research companies, and set up job alerts. Indeed also has a job search app you can download to your phone.
2. **Monster** - <https://www.monster.com/> - similar to Indeed – has been in business over 20 years and in over 40 countries. Offering millions of jobs each day. Jobs listed on Monster range from hourly local jobs to jobs in just about every career field. Monster users can also post a resume, get career advice, and see company and salary information.
3. **ZipRecruiter** - <https://www.ziprecruiter.com/> allows you to search millions of jobs aggregated from over 100 job boards. By sharing work roles of interest, the system can produce a list of suggested jobs. Resources include top jobs by major, trending salaries, trending companies, trending jobs, and trending cities. When you create a free account you can set up job alerts, upload your resume, and establish a profile to attract employers who search the candidate database.
4. **Grow with Google** - <https://grow.google/> - Google helps ensure that the opportunities created by technology are available to everyone. Through their free tools for job search, resume building and training, Google helps people get the right skills to find jobs they want, advance their careers and/or grow their businesses.
5. **Facebook Jobs** - https://www.facebook.com/jobs/?source=jobs_shortcut_in_search_result
6. **Craig's List** - <https://longisland.craigslist.org/>



Here to help. [Indeed resources for COVID-19.](#)

What

Job title, keywords, or company



Where

City, state, zip code, or "remote"

[Find jobs](#)

[Post your resume](#) - It only takes a few seconds

[Employers: get started](#) - post a job, search resumes, and more

Recent searches

[Edit](#)

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24 new



Work At Home

23,055 new



work from home county jobs county



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Monster can help you find the best jobs, employers and career advice.

Jobs Companies Advice

Q Keyword or Title

Location

Search

Search by keyword or job title

Create an account. This way you can Add your resume and be ready to send to a job posting with a click of a button



Let's Find Jobs for You

Any industry. Any location. Any experience level.



Find Jobs

Trending Searches



work from home



no experience



virtual assistant



healthcare jobs



online jobs



medical assistant



warehouse jobs



delivery jobs



online teacher



covid-19

[More Trending Searches](#)

Job availability may vary by location.

[Job Seekers](#) > [Program](#)



Jobs on Google Search


Google Search brings together job postings from across the web so you can more easily connect to your next job.

[Get Started](#) 


Facebook has many Pages, some of which list job postings.
If you are a Facebook user, don't forget this resource.

Type Jobs in Search Field

 Search 

 Trish | Home | Find Friends


Jobs on Facebook



LOCATION
East Islip, New York (30 miles)
[Change](#)

JOB TYPE
☐ Full-time
☐ Part-time
☐ Internship
☐ Volunteer
☐ Contract

CATEGORY
☐ Accounting & Finance
☐ Admin & Office
☐ Art & Design
☐ Business Operations
☐ Cleaning & Facilities
☐ Community & Social Services





Hiring?

Post a job for Sharper Training Solutions, Inc to reach the right applicants on Facebook.

[Create a Job](#)

Jobs at Nearby Businesses

**Hytech Solar** 
Warehouse Manager
Full-time · \$20 - \$25 / hour
6 Washington Ave, Bay Shore, NY 11706-1023, United States
[Apply Now](#)

Hytech Solar a Bay Shore, New York based residential solar installation company seeking an ambitious, organized, and detail-oriented candidate for a full-time position.... [See More](#)

[create a posting](#)[my account](#)**event calendar**

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

[craigslist app](#) new[help, faq, abuse, legal](#)[avoid scams & fraud](#)[personal safety tips](#)[terms of use](#) new[privacy policy](#)[system status](#)[about craigslist](#)[craigslist is hiring in sf](#)[craigslist open source](#)[craigslist blog](#)[best-of-craigslist](#)["craigslist joe"](#)[craig newmark](#)**community**

activities	lost+found
artists	missed
childcare	connections
classes	musicians
events	pets
general	politics
groups	rants & raves
local news	rideshare
	volunteers

services

automotive	labor/move
beauty	legal
cell/mobile	lessons
computer	marine
creative	pet
cycle	real estate
event	skilled trade
farm+garden	sm biz ads
financial	travel/vac
household	write/ed/tran

discussion forums

android	frugal	pets
apple	gaming	philos
arts	garden	photo
atheist	haiku	politics
autos	help	psych
beauty	history	recover
bikes	holidays	relationships
books	housing	sex
business	jobs	travel
cars+trucks	local	what's new

housing

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[parking / storage](#)
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[rooms / shared](#)
[rooms wanted](#)
[sublets / temporary](#)
[vacation rentals](#)

for sale

antiques	farm+garden
appliances	free
arts+crafts	furniture
atv/utv/sno	garage sale
auto parts	general
aviation	heavy equip
baby+kid	household
barter	jewelry
beauty+hlth	materials
bike parts	motorcycle parts
bikes	motorcycles
boat parts	music instr
boats	photo+video
books	rvs+camp
business	sporting
cars+trucks	tickets

jobs

[accounting+finance](#)
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[biotech / science](#)
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[north jersey](#)
[northwest ct](#)
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[south jersey](#)
[utica](#)
[western mass](#)
[worchester](#)
[york](#)

us cities**us states****canada****cl worldwide**



Creating Accounts

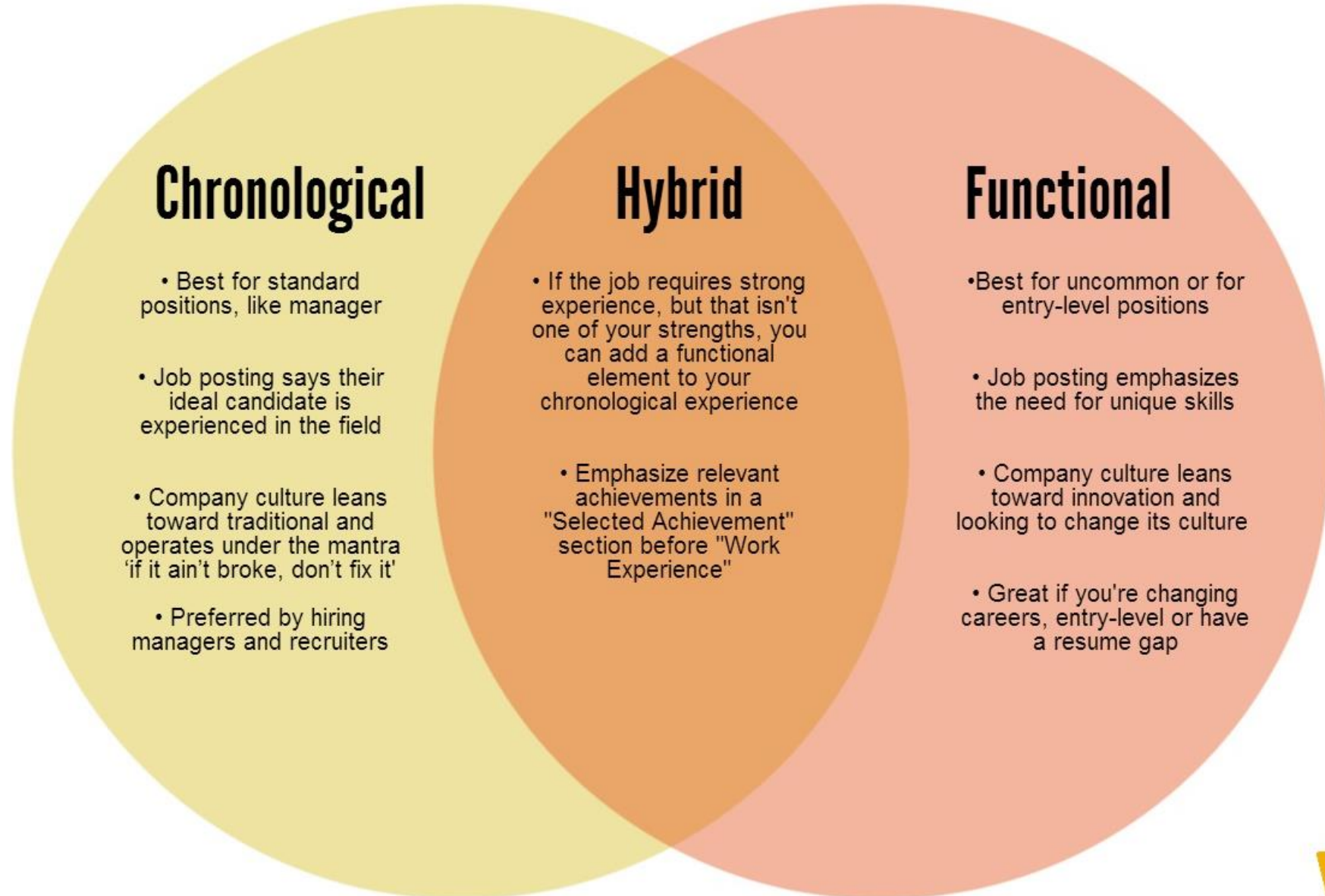
- Use Professional Email Address – consider a brand-new email just for job/employment information
- Use Full Name
- Create Strong Passwords



Helpful Resume Information

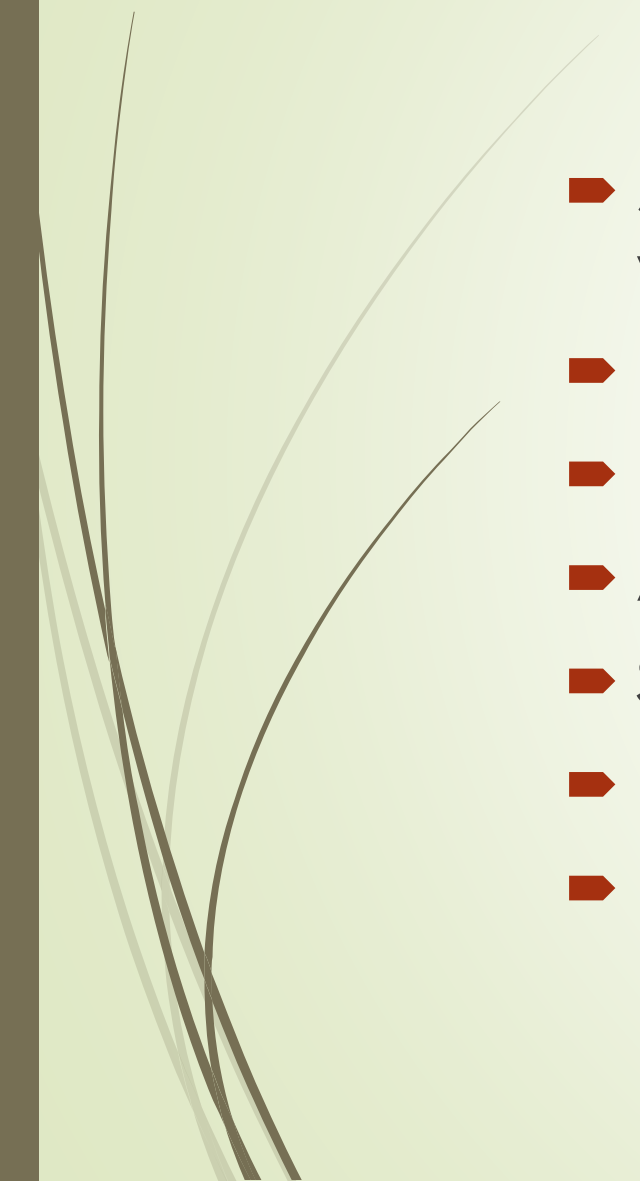
- Upload your resume to a variety of these websites **Be prepared to have different variations of your resume to fit a job posting**
- Upload your resume directly to the company website
- Choose your resume style wisely
- Use Power Words
- Review your resume at least once a week

Resume Styles





Collect information about YOU

- Job Descriptions- use current job ad descriptions to help you write your own
 - Evaluations
 - Letters of Recommendations
 - Awards and Associations
 - School Degrees and Information
 - Names and Addresses
 - Dates
- 



Power Words Make a Difference



- Use **Collaborate**

Instead of: worked with



- Use **Analyzed**

Instead of: looked at




- Use **Developed**

Instead of: wrote



- Google “Power Words”



- Use the Thesaurus in Word to help change basic words into Power Words

To Summarize

- Network – it's ok to tell people you are looking for work. People want to help
- Make a plan
- Develop a powerful resume and cover letter
- Use industry associations or specific industry job banks
- Target specific companies
- Don't look for a job while you are at work
- Don't get stressed

Protect your Privacy!

Never Give the Following to Prospective Employers:

- Social Security Number
- Credit Card Numbers
- Bank Account Numbers