

JOBS/EMPLOYMENT

ON-LINE JOB SEARCH AND APPLICATION CHECKLIST

- Prepare resumes in two formats:
 - Common Word Processing application (like MS Word®) which can be printed or attached to an e-mail or on-line application
 - Plain text for pasting into employer's Web site that supports text only

Tip: If the Web site offers an HTML editor, be sure to add paragraph formatting as well as clickable links to your professional Web site, volunteer work or accomplishments
- Prepare a cover letter

Tip: If the employer's Web site has a place for attaching a cover letter, be sure to include one
- Tailor your resume to a particular position using exact key words and phrases in the employer's job ad and removing information not relevant to the job
- When your resume will be viewed as typed, use healthy margins and leave white space throughout resume for easier reading
- Don't just spellcheck; check the spelling and ask a few friends to proof it as well
- Use a font size and type that's easy to read
- Search your name on line to see what information is out there on the Web because your prospective employer will

Tip: If you find things that you do not want a potential employer to find, get help in getting the items removed
- If a 'comment' section is provided, use this area to show that you have researched the company and industry
- If an optional assessment test is offered, take it
- If the Web site allows, search for jobs that match your profile

Tip: Some employment Web sites will send you an e-mail alert when a job matching your profile becomes available
- When attaching your resume to an employer's Web site or to an e-mail, include your full name in the document name
- Refresh your resume at least every 90 days or as often as the site suggests
- If you are posting your resume on a local or national job search site, decide if you want your resume available for everyone to see or only for specific jobs openings
- Don't include any personal information requested on a Job site like your social security number or birth date
- Add employer and search firm Web sites to your Favorites under a Job Search category
- Follow-up with a personal e-mail or phone call if a company name is provided or known unless the ad says 'no phone calls.'
- Send a thank you note (for allowing you to apply on-line for a particular job)
- Use networking events web sites
