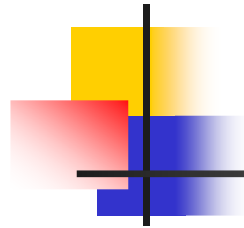




Introduction to the Internet for Job Seekers

"Find Your Future"
at the
Bellingham Public Library



IMLS & LSTA Acknowledgements

The basis of this program was originally developed by Bernadette Rivard when she was Supervisor of Technical Services at the Milford Town Library and has been adapted for use at the Bellingham Public Library.

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However, the opinions expressed herein do not necessarily reflect the position or policy of that agency, and no official endorsement of that agency should be inferred.

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Program Sponsors:

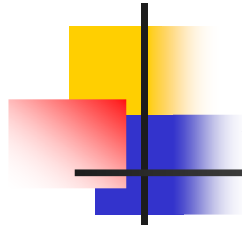
UniBank



*Friends
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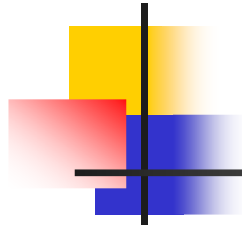
This project is supported by
a federal grant from the
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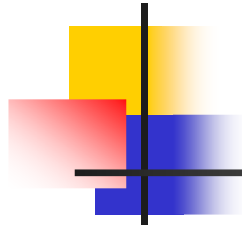
Agenda

- Overview of the Internet browser
- Introduction to Internet terminology
- Effective Internet searching
- Locating job search resources
 - In the library catalog
 - On the Internet
 - In the Library Databases



The Internet: Vocabulary

- Web Browser:
A computer program used to view information on the Internet
- Examples:
Internet Explorer (IE); Chrome; and Firefox (and many others)



Tool Bar Buttons

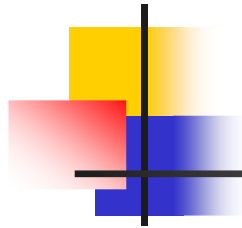
Back – to return to previous page

Forward – to go forward to the next page

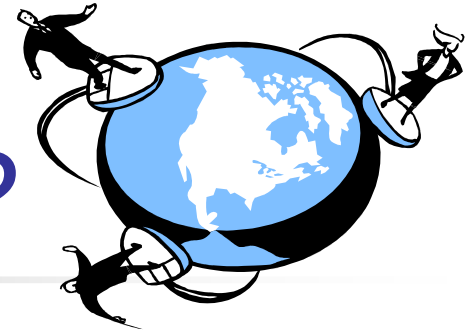
Refresh – to update page to its newest version

Home – to return to the home page

Search – Searches the Internet using selected browser

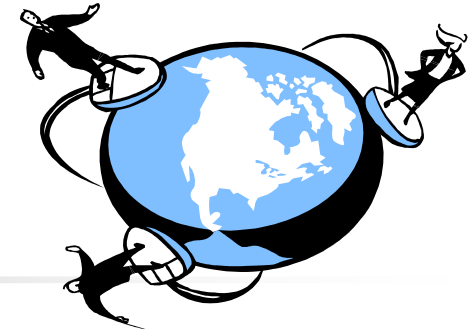
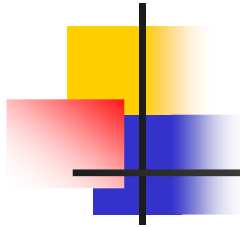


What is the Internet?



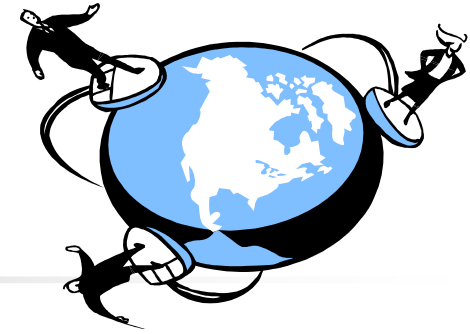
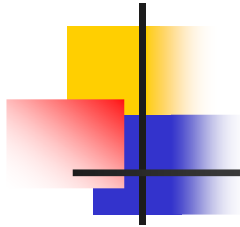
- Millions of computers around the world linked so that information can be sent from one computer to other.
- These computers are in homes, schools, universities, government departments, and businesses small and large.
- They are all types of computers, single personal computers or workstations on a school or company network.

The Internet: Vocabulary



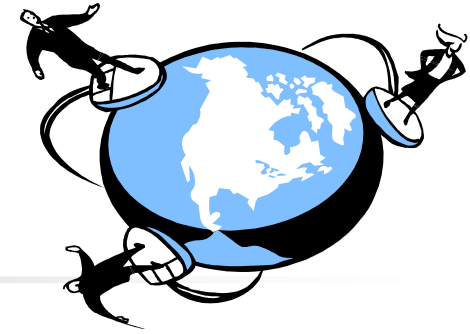
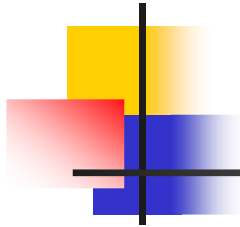
- URL: uniform resource locator, also known as web address, www address
- Examples
 - <http://www.google.com>
 - <http://www.irs.gov>
 - <http://www.framingham.edu>
 - <http://www.cancer.org>

The Internet: Vocabulary

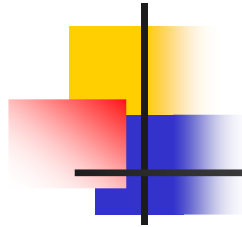


- **http:** hypertext transfer protocol – the set of rules used for transferring files (text, graphic images, sound, video, and other multimedia files) on the world wide web
- **https:** – secure site
- Be sure the site is secure (https) when sending personal information – ordering online, banking online, using credit cards, etc.

The Internet: Vocabulary



- E-mail – A means of sending message from one person to another over the computer
- Popular Free e-mail service
Gmail – <http://mail.google.com>

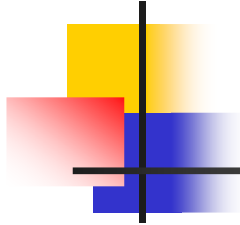


The Internet: Vocabulary

- Spam – unwanted, unsolicited email

- To avoid
 - Do not reply to unsolicited email
 - Use spam filters provided by your email service
 - Create two email accounts, one for public use and one for personal use

The Internet: Vocabulary



- Search Engine – a computer program that searches the Internet, a website or a database for the terms that you select.

- Search Engines & Internet Directories

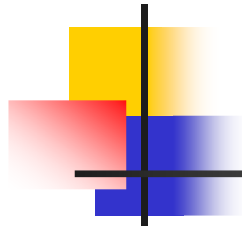
Google	www.google.com
Yahoo	www.yahoo.com
Bing	www.bing.com

And many more....

Locating Information on the Internet

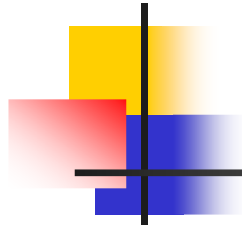


- Select a search engine –
www.google.com is ALWAYS a good
place to start
- Enter search terms – use a minimum of
two search terms, three is better!
- Unsuccessful? Look for synonyms!



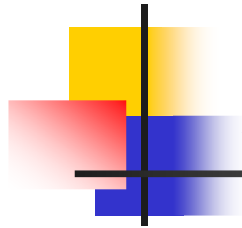
Sample Search

- Information on the word “resume”
- Google, 375 million hits, first for About.com resume sample page
- Two words “resume writing”, 14 million hits, first is from Rockport Institute, a career counseling company
- Three words “resume writing styles” 1.3 million hits, the first is from resumewriting.net
 - **Search terms change results, generally the more specific the search term, the better the results!**



Searching Terms in Quotes

- Enter your search terms in quotes; only returns results with those words in that particular order
- Where ***resume writing*** without quotes returns 14 million hits, in quotes it only returns 7.6 million.



Advanced Searching

- Didn't get the results you want?
- Try the Advanced Search
- You find web pages that have...
 - All these words
 - This exact wording or phrase (like searching in quotes)
 - One or more of these words



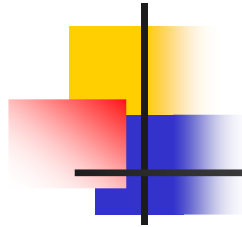
Advanced Searching

- But don't show pages that have...
 - Any of these unwanted words



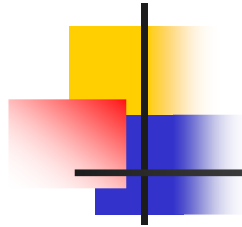
Advanced Searching

- You can also limit the search by other parameters including:
 - Language
 - File Type
 - Domain
 - Date



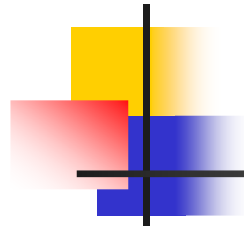
Let's have some fun

- Google your first and last name
- If you have a common name or get too many results, put it in quotes
- If you regularly use your middle initial, do that too
- Google your phone number



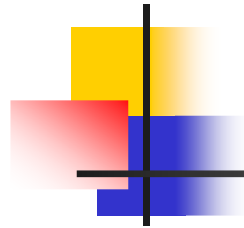
Evaluating Websites

- Authority – who wrote the page, what the URL can tell you
- Accuracy – is the information comparable to other sources
- Currency – is the page dated? Is it current?
- Objectivity – is the information biased?
- Coverage – is the information complete?



Library Job Searching Resources

- Search the library catalog for books, DVDs and other library materials
 - Topics include resume writing, cover letter writing, interviewing and career selection information
- Check out Career Cruising – our new online database for job seekers



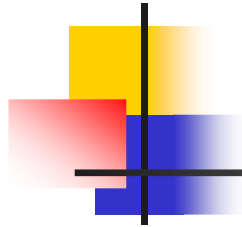
Library Job Searching Resources

- Find information about careers and companies in the library's online journals
 - Infotrac Vocation & Careers Collection
 - General Company & Resource Center
 - General BusinessFile ASAP
 - RDS Business Suite
 - Business Economics & Theory
 - Insurance Liability Collection
 - Small Business Collection



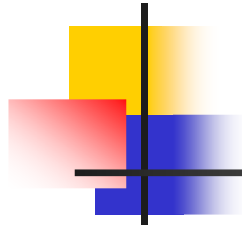
Government Job Searching Resources

- Occupational Outlook Handbook
- One Stop Career Centers



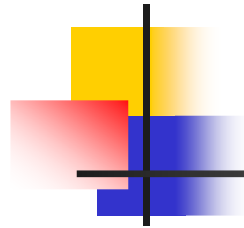
Internet Resources

- Association or organization websites
 - ala.org for librarians
 - marketingpower.com for marketing professionals
 - nursingworld.org for nurses
 - massteacher.org for teachers
- There is an association website for most careers



Internet Resources

- National job search sites
 - indeed.com – job site aggregator
 - monster.com – global online job search site
 - careers.yahoo.com – Yahoo's job search site
 - craigslist.com – online listings of jobs
(and just about everything else!)



Internet Resources

- Local newspaper job search sites
 - wickedlocal.com – Milford Daily News
 - woonsocketcall.com – Woonsocket Call
 - bellinghambulletin.com – Bellingham Bulletin



Couple of tips....

- Customize your resume for each job
- Use as much of the terminology from the job listing as possible
- Cover letter should highlight a skill or knowledge that will make you stand out from other applicants
- Submit resume or application in the format requested in the job posting, and become comfortable with all popular formats
- Be aware of technology etiquette, especially email etiquette



You should know....

- Internet vocabulary
- Basic, terms in quotes and advanced Google searching
- How to evaluate websites
- Library job search resources
- Internet job search resources



We can help...

- Hands-on workshops on word processing
- Lectures and workshops on resume and cover letter writing, social networking, and interview skills
- Join our networking group and meet other job seekers and meet our networking facilitators who will speak on a variety of relevant topics
- Attend our job fair!