Mastering the Online Job Search

1. Clean up your online image!
    Edit your Facebook/MySpace pages to reflect who your "next employer" would like to hire.

2. Use online resources to help you determine what type of job you really want and would best suit your personality and skills
    A valuable site is http://www.careeronestop.org

2. Choose Your Job Sites Carefully
    Use well-known, reputable sites and check for security features.

3. Get acquainted with *and use* the advanced search features of a job site.

4. Be pro-active
    Upload your resume and keep it fresh! Set up email alerts based on your job search requirements.

5. Know where you're applying
    Investigate a company's "culture" as well as their products to make sure they'll be a good match for you.

6. Personalize your search
    Your cover letter and resume should show how *your experiences* will benefit the company. Make them want you!

 7. **Realize your value!**
    Be prepared to discuss your strengths and what you will bring to the company. Don't be afraid to negotiate a fair salary.

Shirley A. Keech, Online Research and Instruction
P O Box 51 ~ Northfield MA 01360
Skeech2@verizon.net ~ 413-775-3692