

GUIDE TO USING THE INTERNET TO SEARCH FOR JOBS

A resume and a cover letter are not the only important aspects to your job search, but how to go about searching is just as important for acquiring a job. Searching for a job should be strategic and the Internet is a great resource. Designing your online job search strategy will save you time and promote more responses to your applications.

There are several different approaches, and it is recommended to use most, if not all the strategies outlined in this guide to widen your scope of possibilities.

1. Search online for as many staffing and recruiting agencies you can find. Don't let the reputations of these companies get in the way of networking. These firms come with a wealth of connections.
 - a. Contact them and tell them you are interested in connecting. Locate the company's contact information by researching Google, LinkedIn, the company's website, etc.
 - b. Ask to schedule a meeting or informational interview with your new connection. By meeting with them in person, you create a rapport with them – you are no longer just some resume with skills they are trying to sell. You also get the chance to discuss your interests and corresponding skills. Also, talk about your long-term goals, inquire about their connections, ask how they are going to market you, conduct mock interviews and request feedback. Make sure to review the Conducting Informational Interviews guide, found in the library.
 - c. Be specific to what your desires are. Ask them to only contact you with open positions that fit your desires. Have a list of job titles that you are interested in and make sure that your resume matches those desired job roles.
2. Search for job fairs.
 - a. Fairs can be a daunting event to attend, but you shouldn't let that stop you.
 - b. Arrive early, professionally dressed and manicured with many resumes in hand.
 - c. Take advantage of the large number of employers that will be present. And to be honest, most of those job fairs will not have web development jobs and that's OK. Take the opportunity to be able to meet face-to-face with hiring personnel that can be found at the fairs. Pass by each booth.

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Introduce yourself. Hand them your resume. Present your pitch. Thank them for their time and ask them for their business card.

- d. Sell yourself. If you haven't heard this before, but sales is a numbers game – the more you come in contact with, the higher you increase your odds. Touch every employer present at the job fair.
 - e. Connect with every employer you spoke with on LinkedIn and send them a message.
3. Locate local networking events.
 - a. Use platforms such as [Eventbrite](#), [Meetup](#), and [Netparty](#) to find these organized events.
 - b. Use the Successfully Navigating a Network Event guide found in the Career Services Library to get the most out of your attendance.
 4. Select three to five companies that you are interested in working with.
 - a. Research these companies online so you can talk about why you want to work for them.
 - b. Align your resume to their job description(s).
 - c. Visit the Human Resources department and ask to meet the Recruiter, Talent Acquisition Manager, etc. When you meet with them, introduce yourself, hand them your resume, present your pitch, thank them for their time and ask them for their business card. However, if you are unable to meet with them, ask when would be a better time and don't leave empty handed - ask for their business card.
 - d. Within 24 hours, send them a thank you note, thanking them for their time and letting them now that you are looking forward to developing your relationship further.
 - e. Connect via LinkedIn and send them a message.
 - f. Remember, these are companies that you want to work with passionately, so don't be afraid to develop and harness relationships with those who have hiring power.
 5. Search online for county, city and/or state funded workforce programs that might be available.
 - a. Register with them.
 - b. Identify which resources you could use, if not all.
 6. Email friends and family with your resume.

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- a. Ask them to forward your resume to their HR department for them to keep on file. You never know when they might need web development.
- 7. Don't forget about the classifieds online. Locate local newspapers online and see if relevant jobs are posted.

It is important to use as many resources as possible when in search for a job because modern times allow for many people to find and apply to the same role with ease. By diversifying your ways of finding open positions, you increase your chances of engaging with hiring personnel and scheduling interviews.