Online Job Hunting

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Introduction

In this class we're going to cover two related topics. First we'll go over the tools Microsoft Word provides to make résumé writing easier. Then we'll discuss some of the resources available online to find and contact employers. There are many different websites that provide employment information, we'll be examining two of the largest (Hotjobs! And Monster.com).

Résumés

Using Wizards

What is it?

The Resume Wizard is a type of new document that you can create with Word. Most of the time, when we want to create a new document what we want is just a blank page to start fresh with. However, occasionally it's more efficient to take one of the pre-made forms available or use one of Word's many wizards. In this case we are, of course, using a wizard. A wizard, in the context of Windows computers, is something that takes some task (creating a resume, installing a new program, formatting a chart, etc.) and, instead of making the user perform the task, asks the user a series of questions and, based on the answers given, performs the task for you. This is great in many situations because it can save a lot of time and can make complex tasks more accessible for the average computer user. The only problem with this is at times any wizard can over-generalize things and this can lead to the finished product (the resume or chart, etc.) not being
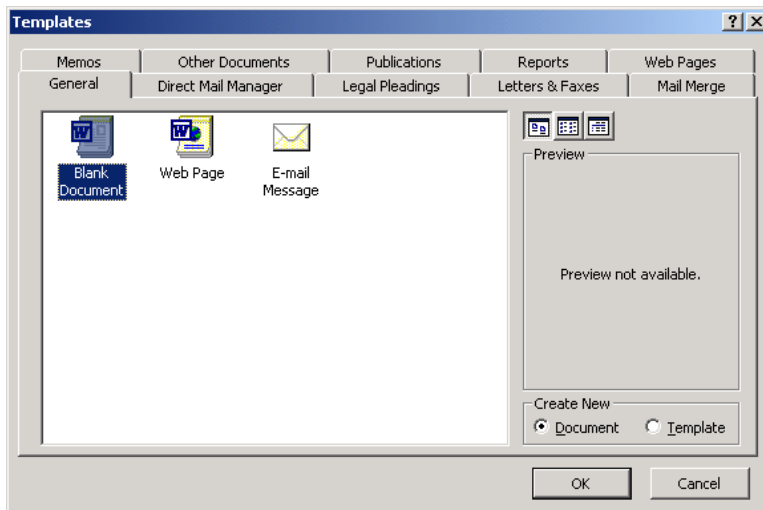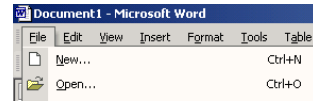
exactly as the user wants it. For this reason it's important to learn not only how to use

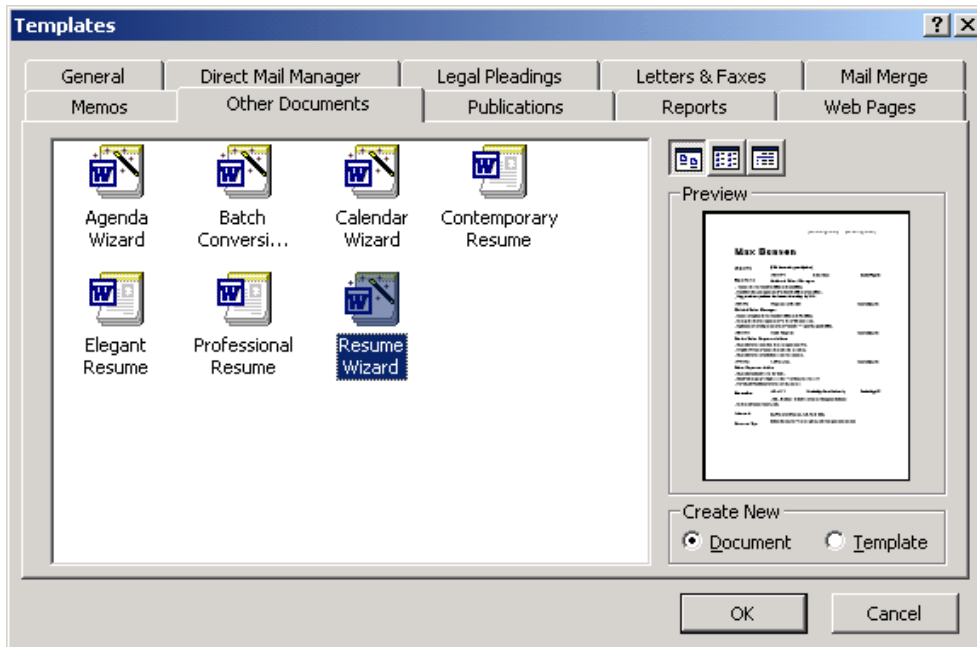the wizards, but how to make changes after they're done.

Starting the Resume

Creating a new file with the Resume Wizard is similar

to making a new blank file. First you need to open the "File" menu then select "New…"

This will open up a window like this:

At this point you need to click on the tab at the top named "Other Documents". You will

then see the following screen:

Left-click on Resume Wizard then left-click "OK". This starts the wizard.

Creating a Resume

After Resume Wizard has been selected a new document will open with this application

appearing in the middle of it:

From this point on we'll be determining the content and appearance of your resume.

Left-click "Next" to begin.

*NOTE: At any time the "Finish" button can be clicked and the wizard will begin generating the resume. I advice against this since it skips over several important steps in designing the resume and causes the loss of even more control over it's final appearance.

Which style do you want?

This is just a matter of taste, font styles, placement of bolds and underlines, and margins will all be affected by which of the 3 styles here (Professional, Contemporary, and Elegant) is chosen. Small sample resumes are presented to aide in selecting the right one but really the only way to know which choice is best is to experiment with them all and find a personal preference.

Left-click "Next" to continue.

Which type of resume would you like to create?

Four choices of resume are presented to you: Entry-level, Chronological, Functional, and Professional; the decision here effects the options that will be presented to you in the next couple of screens. It's hard to know what the right choice is for anyone's specific needs but a good default choice is Professional Resume. Left-click on the radio button of the resume type you'd like to try, then left-click "Next" to continue.

Name and Mailing Address

This section is pretty self-explanatory. You'll be filling in your name, address, and other personal information (as much or as little of it as you like) for the wizard to insert into the pre-formatted resume. Fill in the information by left-clicking on the appropriate

blank box and typing in exactly what you'd like to appear. Move from box to box by left-

clicking on the next one or pressing the "tab" key. Left-click "Next" to continue.

Standard Headings

Once your resume is completed there will

be several sections waiting for you to enter

in the information you want. At this point

you get to choose which, of the typical

headings that people use, you would like on

your resume. Some default choices are

already checked but they can easily be removed
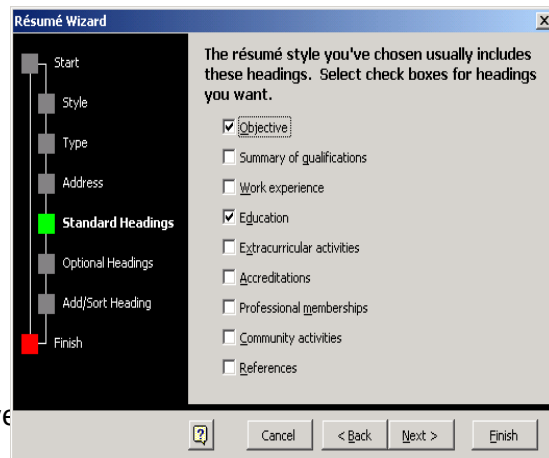
heading is selected by the fact that it has a black checkmark in the box next to it. To

remove a selected heading left-click the checkmark, to add a heading left-click the

empty box next to it. Left-click "Next" to continue.

Optional Headings

Here you have more unusual headings that can be inserted into the resume. None are

selected by default but there are quite a few options available. Be sure not too overload

too many headings into the resume, overwhelming the reader with information is never

a good idea. Left-click the box next to any headings you wish to add. Left-click "Next"

to continue.

Add/Sort Headings

This section allows you to create any sections that you want to have in your resume but

weren't available in the previous two tables. To create a heading type it into the blank

space available and click the "Add" button. This is also where you would decide which

order you want the topics to appear in. To do this use the list below, click on the topic

to be changed, and click the "move up" or "move down" arrows. *NOTE: This is also a

last opportunity to remove any topics that you decide you don't want by highlighting

them and clicking "remove".
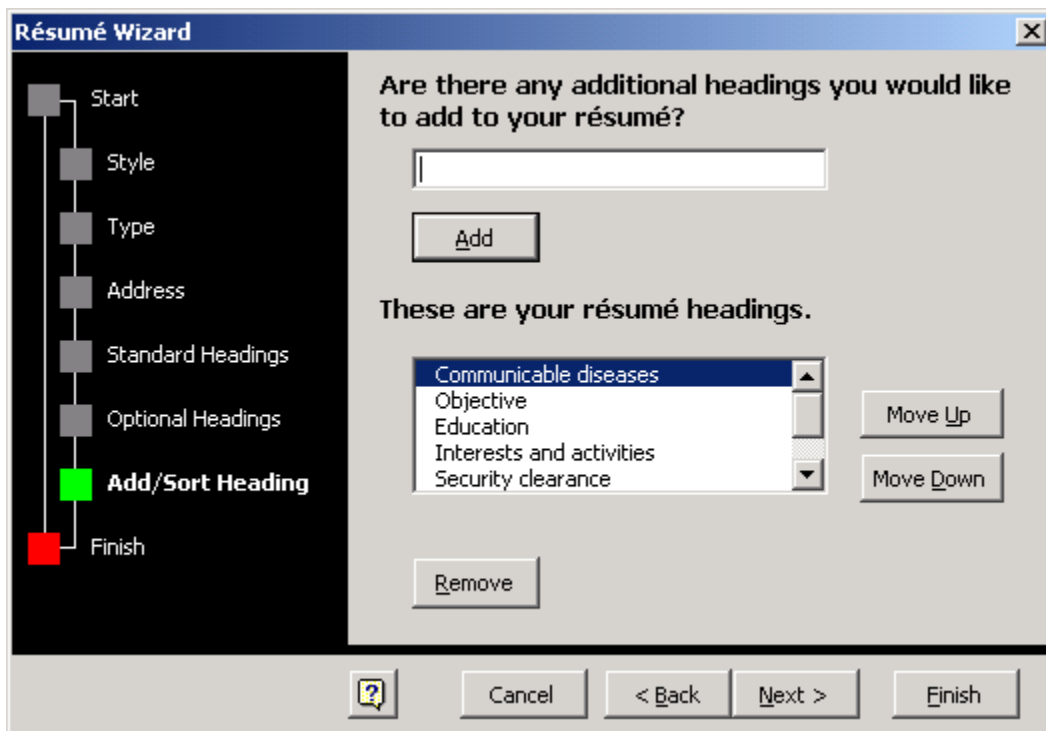
After completing this step left-click "Finish" and the wizard will build your resume.

Editing

Entering Specific Information

Next to and underneath all of the headings you selected will appear bracketed ('[xxx]')

words indicating what to type where. To fill in any of these sections just left-click on the

bracketed words (they should become highlighted) and begin typing. Any formatting

changes you might normally make in Word are available at this time. Occasionally some

sections will be pre-formatted differently from the rest of the text (made bold, italic, a different font size, etc.). This is under your control but is recommended to be left as is.

<u>Making Changes to the Resume</u>

Making changes to the layout and appearance of your resume is done the same way formatting is usually done in Word. The only difficulty is that sometimes sections of the document are grouped together by the wizard so this can cause unexpected changes to arise. We'll go over examples of this in class. Tricks to remember include controlling the indent and tab margins as well as using "Tab" and "Shift + Tab" to move from section to section.

<u>Online Job Searches</u>

In class today we will primarily be using Monster.com but reference will also be made to Hotjobs.com. There is not to say that these two places are the best available, they are simply the two I chose to use as examples.

<u>Registering</u>

1. Create an Account:

Creating an account with job-finding web pages is very much like creating an Email account; you have to create a username and password, put in personal information, and customize the account to fit what you're looking for. The main difference with an Online Placement company lies in having to answer more personal questions and having to provide a resume (see below).

2. Use Job Search:

Most online services will allow you to search through their existing jobs before

creating an account; however, the job search is much more functional if you

have an existing account.

3. Post a Resume:

Entering in your information to create

an online resume will be

different at every service but there are many similarities from company to

company that will help you make the transition. Today we're using Monster as

our recruiter so we'll examine the options they give you. The 3 ways to create a

Resume with Monster are as follows:

1. Build a Monster Resume

My Monster Home	Account Profile	Agents	Resumes	Questionnaires	History	Letters

Resume Sections

» Headline & Objective*

Candidate Info*

Target Job*

Target Company

Target Location*

Work Status*

Work Experience

References

Education

Affiliations

Languages

Skills

Additional Info

Finishing Up

Resume Headline & Career Objective (mandatory)

* Indicates Required Information on this page.

These are the first things that employers see when they search for resumes on Monster.

Resume Headline

- Provide a Headline that entices employers to learn more about you.
- Examples: Award Winning Graphic Designer; Details Oriented QA Specialist; CPA -Turnaround Expert

*Resume Headline [   ]

(70 character limit)

Career Objective

- Copy the Objective from your existing resume and paste it here.
- Or, summarize your skills, experience, achievements and desires.
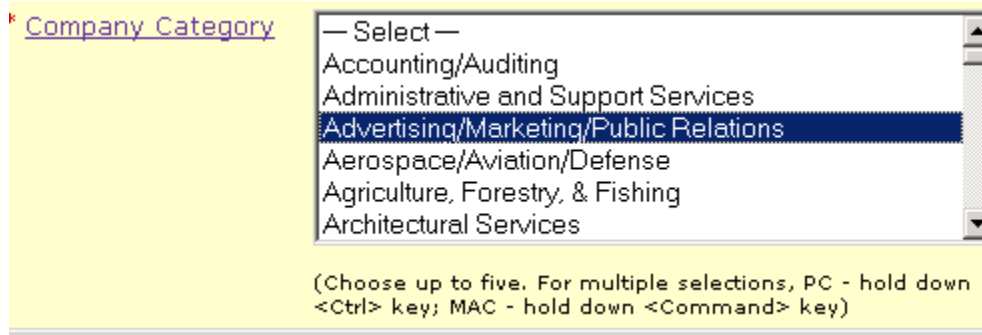
Career Objective [   ]

(2000 character limit – equivalent to 2/3 page, 12 pt. type, single spaced)

This uses the above form to take in your relevant information and prepare an online resume with it. Some tricks to doing this include:

-Write all text in Word then copy and paste it to text boxes, that way Word provides a spelling and grammar check for you.

-Only fields marked with a red * are required. Entering information in other fields could help you find a more exact match for the job you're looking for; or it could cause more jobs to be excluded making it harder to find what you want.

-For "select lists" like this:

Company Category

— Select —
Accounting/Auditing
Administrative and Support Services
Advertising/Marketing/Public Relations
Aerospace/Aviation/Defense
Agriculture, Forestry, & Fishing
Architectural Services

(Choose up to five. For multiple selections, PC - hold down
<Ctrl> key; MAC - hold down <Command> key)

Be sure to hold the Ctrl key when selecting more than one

company/field/location/etc. Also you might want to be careful to use the scroll

wheel to look down the list rather than left-clicking on the down arrow since a

stray left click can erase all the selections you've made before.

-Remember you can save and come back later to edit the resume if you need to

-Remember you can have more than one resume available, in case you want to

be specific on this one.

2. Copy & Paste Text

This is just like it sounds, similar to filling in the forms but it expects you to take

things verbatim from an existing resume.
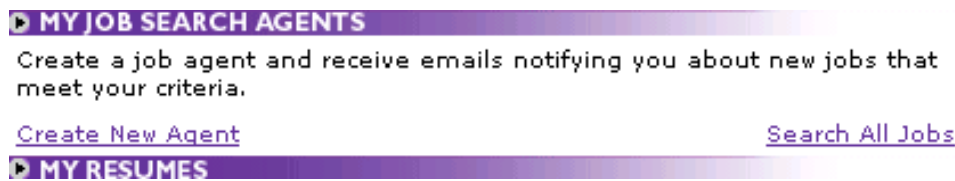
3. Attach an Existing Resume

Just name the resume and upload your word file.

Job Finders

1. Searching:

Enter in as much or as little information as you want. If you want to search based on a keyword and location you can do that, if you want to search based on a job category and give Monster 6 different cities to look through, you can do that too. After you've made your selections the results will come back with Date the job was posted, Job title, Company the job is with, and location. Left click on the Job Title to read more about the job.

2. Creating recurring searches:

Monster calls this "Create New Agent". What you're doing is creating an automated system that will do your job search for you periodically and email you the results. This is identical to the Job Search screen except you need to select how often you want the search done (from daily to monthly).   Once you've saved the agent the emails will start coming automatically (make sure they're not being caught by your junk mail filter).

Applying

1. Filling out the forms:

Often an employer (Best Buy is a good example of this) will have an online form for you to fill out. Sometimes this will provide the opportunity to upload a resume; sometimes it will require you to retype everything. Usually they work

primarily with pull down menus, check boxes, and blank text spaces. At the end you submit the information and it is transferred by the page to someone's incoming mail.

2. Sending Email:

Other employers will provide an email address to send your information to. You can take the content of your resume and copy/paste it into the body of your email; however, this will cause all the formatting and spacing to drop away. Usually the preferred method is to send the resume as an attached file. Uploading attachments keeps the file in its original condition and, assuming you and the recipient have the same word processor, makes it easily viewed. The only time I would deviate from using attachments would be when specifically directed against using them.

3. "Apply by Email" button:

Often job listings will have a button at the bottom of them saying something along the lines of "Apply by Email". When you click on this the computer will try to open up Outlook or Outlook Express and will fill in an email address but won't work if you try to send a letter. What happened here is the "Apply by Email" button was actually a link directly to the employer's email address so your computer tried to open up your default email program, which you probably don't use or haven't set up properly. What you need to do now is write down (or copy) the email address that appears in the "To" field and go to whatever

email service you use (open up Yahoo!'s page or log in to Earthlink or whatever)

and compose an email to whatever address was filled in Outlook's "To" field.
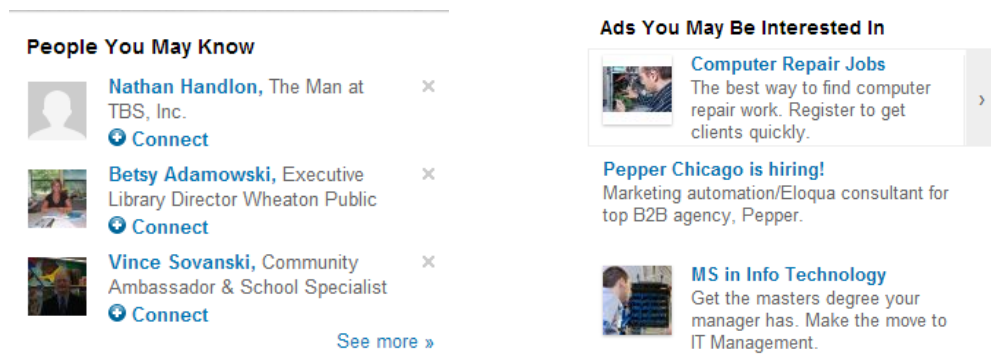
4. Applying when registered with service:

One of the great things about filling in all this information to become a member

of one of these services is that once you're set up it becomes much easier to

apply. Your resume (and sometimes coversheet) will be entered in already and

waiting for you to select them.

LinkedIn

LinkedIn is a social network designed to aid in job hunting and professional networking. A combination of personal connections, trade or location specific groups, and resume management make it a useful tool for career development.

Home

The LinkedIn home page provides standard infinite scrolling style update on activity amongst your connections and groups. Some points of interest:

The suggestions provided in the advertisement section of LinkedIn tend to be more helpful than most social networks, as they are more often on target due to the extensive personal information you've provided.
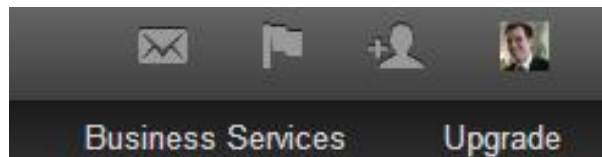
- Messages
- Notifications
- Find Connections
- Account Management

Profile

This is where you enter in your personal and professional information. Instead of uploading a pre-existing resume, LinkedIn works more like a resume wizard, asking you a series of questions and generating the document. Also note LinkedIn offers the option of exporting your profile to a print resume if you need to.

Network

Used to manage and add to your connections, either through email contacts or searching.

Jobs

Search for possible jobs and view recommended opportunities. This feature of LinkedIn functions similar to monster.com or jobs.com with the added benefit of having your account connections/endorsements available for employers.

Interests

Have a company you'd like to work for? A group you're involved with and would like updates about? Alumni organization you identify with? The Interests section manages all that.