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You've probably heard someone say that looking for a job is a full-time job. There is no doubt that an efficient and effective job search involves at least as much time, diligence and discipline as a regular working day of 9 to 5 years. But perhaps most importantly, it takes organization. And as expectations and standards for job applications continue to change, it's easy to get overwhelmed with the process. For example, if The Macarana was the number 1 song on the stops the last time you were looking for a job, you might feel a little lost about the best ways to find a job in the modern Internet era. Advertising To make matters worse, competition is tough: looking for a job in a low market means you'll be competing against more candidates for fewer positions. Successfully browsing online job search means being organized enough to apply for many jobs, allowing you to maximize your chances of landing one. But at the same time, you'll need to direct your search to jobs that are best suited for you while customizing your applications so that you stand out in the competition. Fortunately, the Internet also offers tools to help you with this difficult balancing act. Content Even in the Internet Age, certain things have not changed. Most employers still require resumes (and often cover letters, too) as a first measure to consider you as a candidate. However, they now ask you to submit your resume electronically. This can be through your own system on your website, although a work site or via email. You should keep a good and up-to-date copy of your resume and a cover letter in a computer folder that is easy to find. It is better to build it and save it in Microsoft Word, because most employers use this format. Experts say you can copy and paste the cover letter into a body of an email (without any special formatting) or attach it as a separate document. Employers like to see that you have a personal interest in your open position. They want candidates who sincerely believe they are suitable for the job. To convey interest in the company and particular position, you need to customize your resume and a cover letter for each job application. Advertising This is where the organization is key. Submitting a custom resume to each company means saving a template from a generic resume, and then saving each custom version separately. If you are called for an interview, you will want to be able to find the specific version of the resume you submitted. Because almost all employers now require online application submissions, their should now be saved and organized on your computer. Why not also take advantage of online tools to further organize your job search? The Web allows you to track your job search even when you are away from your own computer. Keep important documents and information stored online and not on your hard hard it's a great way to not only back up your files, but also maintain access through someone else's computer or through a smartphone when you need it. The most important step in this is to get an email account that you can easily access through the web. Gmail and Yahoo! Mail are two popular examples of free web-based email services. Don't use the email account you have with a current employer, which shows a lack of discretion for potential employers [source: Doyle]. Ad Gmail also provides calendar and document services that you can access online from anywhere. This will allow you to schedule reminders for job registration deadlines and future interviews. You can also save and edit documents and even convert them to Word files or create spreadsheets. This can be useful for recording who you meet in which company and taking notes about what you talked about. Once you update your resume and start planning how you will organize your search, you need to start the job search as soon as possible. The Web offers a number of services dedicated to the publication of jobs. Top sites include Monster.com, Craigslist.com, Indeed.com and CareerBuilder.com, among others. Within these sites, you can search for specific job titles or general industries. Monster.com and CareerBuilder.com allow you to not only look for a job, but also post your resume for employers to find. Craigslist.com is a simple web version of local newspaper classifieds. Indeed.com includes posts from company websites and employment advice, as well as providing useful information such as average salaries and industry trends. Advertising Alongside these sites, it is wise to use a job site that is dedicated to posting job lists in your industry or area of expertise. Niche sites are available to everyone from daycare professionals (Care.com) to workers with security clearance (ClearedConnections.com). Whatever website you use, make sure you check them out daily so you can attack on work posts quickly – before the job is filled. You may have originally signed up on Facebook to follow friends and family, but professionals think it and other social media sites are really great tools for finding a job, too. The trick is that you have to be much more protected and selective about what you say when you want to use social media sites for networking purposes. This can involve a major renewal of your profiles. The most popular site specifically aimed at the professional network is LinkedIn.com, where you can list your professional experience in your profile and make professional connections. You can ask your former colleagues and managers to write recommendations, which you can post on your profile. Also consider increasing your presence by participating in discussions relevant to your industry [source: Wilms]. Potential employers may happen to discover it on LinkedIn, or they'll probably find profile there when considering your application. Advertising In addition to increasing your online presence, Facebook, LinkedIn and Twitter are good tools to follow companies for which you are interested in working. If the company posts updates on these sites, read them regularly to track your interests and direction. Getting acquainted with a company will give you the upper hand while trying to sell yourself to them. If you strive to stay organized and remember everything that needs to be done in the complicated process that is job hunting, consider using a site dedicated to job search organization. These sites, which are often free for at least some basic services, allow you to collect all your information in one place. Popular examples of these JibberJobber.com and JobKatch.com, which manage your job search and help you track your relationships with professional contacts. Set tasks and reminders for yourself through these sites so you don't forget to keep track of the work posts you've found and apps you've submitted. Other site's ad, Becomed.com, allows you to set personal goals for yourself, such as applying for a certain number of jobs per month and tracking how you're doing. For each job you want to apply for, you can record the information where you found the post. An extra advantage to using these organizing sites is that it provides evidence that you are actively looking for work, which helps in seeking unemployment assistance [source: Waldman]. Make no mistake in thinking that organization is more trouble than it is worth. In a difficult market, as your job search will likely take some time, the organization can only help you as you progress in your search. Why not take advantage of all the tools the Internet has to offer? You hear this vague directive in all different circumstances. Here's how to nail it every time you're asked. Greene, Susan, Melanie C.L. Martel. The Ultimate Job Hunter's Guide. Cengage Learning. 2011. (January 27, 2012) Alison. Internet Your Way to a New Job. Happy to. 2011. (27 January 2012) Sharlyn. Top 9 job sites to score for your career search. Mashable. January 10, 2011. (January 27, 2012) Joshua. Job search with social media for dolls. John Wiley & Sons. 2011. (January 27, 2012) Todd. Job Market 2012: 5 tips for using social media to find a new job. Forbes. December 22, 2011. (January 27, 2012) The days of printing and sending hundreds of resumes are no longer here. The replacement is to click and send emails through published works on websites. A job on the Internet Internet it also introduces new challenges, as jobseekers must learn the rules of the way to this medium. However, online employment surveys have broadened the horizons of millions of jobseekers, allowing them access to a wide variety of jobs. While looking for a job anyway is never easy, having some background knowledge of an online job search goes a long way. Search, search, search Find a job online involves research and a lot. This involves figuring out which companies and industries are hiring in a given area. Applicants will benefit from looking at the company they are applying to; uncover the company's motto, mission statements and beliefs can provide valuable information to include in a cover letter or bring up in an interview. It can also help someone know what characteristics to emphasize in a curriculum for a specific job. For example, if a company values teamwork, emphasizing the previous team-forming experience can help an application stand out. Find job contacts Another step for candidates is to find out who their contacts are. Although it is an online job search, personal contact is not entirely impeded. If possible, always find out who the hiring manager is to provide a more personalized opening for an application. In other words, directly addressing the hiring manager seems much more personal than simply stating to whom it might interest. Adaptresumes for specific jobs The next step is to compile and adjust multiple resumes to use as an application for jobs. In other words, it's best not to send exactly the same resume to all potential jobs. Online job searches increase the need for a personalized and powerful resume. Because applicants no longer need to consider whether submitting a resume is worth posting costs, it's extremely easy to simply upload and click. Therefore, applicants should know that hiring managers will spend even less time with their resume than they would in the past. This makes it even more important to present a relevant resume in terms of what the hiring manager is looking to see as opposed to what candidates want to present. Having a basic model of past experiences, dates, skills, and other important information for a resume is a great place to start; This template can then be easily customized for a specific job. Apply, apply, apply An additional step is to apply for as many vacancies as possible. When job hunting is described as a numbers game, it's a totally correct description. Since applying in jobs is easier than ever, this that there are likely to be more orders shipped. This means that it is more important than ever not only to adapt resumes to specific jobs to stand out, but also to apply for a greater number of jobs to improve the likelihood of being transferred to the next stage of the hiring process. Monster There are many online sources Releases. Monster.com is one of the oldest and most reputable work sites in existence. Monster not only offers a large number of job lists, but also offers networking opportunities for applicants. Monster is one of the most traditional work posting sites in the same genre as CareerBuilder. Those who have years of experience looking for online jobs know these sites and what they offer. In fact, if a candidate is looking for volume from a job site, then in fact it is a viable choice. This site is an aggregator that reports jobs listed in various Internet sources. This site launches a wide network, which results in a large number of posts on the site. This site, however, largely only transmits the information to applicants. In fact, it doesn't have many additional resources that would help jobseekers, but it does possibly have the largest database of jobs on the Internet. LinkedIn LinkedIn offers several methods for a candidate to make connections in a company they're looking for a job with. Applicants can see if they have any connection in the company through LinkedIn profiles, so they can contact and send messages to someone in the company. This platform also allows jobseekers to go beyond the regular exercise of submitting and waiting for job applications to become. The platform allows two-way communication between the applicant and the company. There is also an Easy Apply option, which allows users to have preloaded documents, such as a resume, easily submitted to some work posts to make the application process even simpler and faster. ZipRecruiter This great employment advice charges companies a monthly fee to post their jobs. The advantage of ZipRecruiter for applicants is that it allows them to sign up for multiple jobs easily in a few minutes. For applicants looking to get job applications in large quantities, this site is a viable option. WARNING: The opinions and opinions expressed in this article are the responsibility of the authors and do not necessarily reflect the official policy or position of the site owner or any brands and companies mentioned herein. Any content provided by our bloggers or authors is in your opinion, and is not intended to defame any religion, ethnic group, club, organization, company, individual or anything or anything. This article is purely for reference purposes and does not constitute professional advice and may not reflect the best choice for your unique situation. This site strives to provide as much accurate information as possible; however, sometimes products, prices and other details are subject to change. Therefore, this site does not verify the accuracy of the information in this article. This site assumes no responsibility for any kind of damage arising from your use of this site and any third party content and services. Services. Services.

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