

Use Internet to simplify job search

Job hunting isn't easy. Many grads anticipate the search for their ultimate careers with the sort of joy and excitement usually reserved for dental surgery.

Considering all the campfire stories about previous grads sending hundreds of resumes, each greeted by a rejection letter, it's hard to blame them.

There are scores of services all claiming to have that extra edge it takes to get you the job you want. Or at least something that pays money. They're probably right, but who wants to pay big bucks for that kind of service before even making the big bucks?

Internet to the rescue. Why page through classified ads for every city where you're interested in working, when you can hunt through lists of jobs offered around the world?

Why send individual resumes to companies who may or may not be hiring, when you can post your resume publicly for companies who are actively looking for new hires? By using the Internet, you can vastly increase the scope and power of your job search.

Many employers are realizing that the Internet is an excellent place to advertise their job openings. The circulation of local classified ads just can't match the Internet's scope.

As more and more job-seeking services pop up on the Internet, more and more companies are using them to draw applicants from around the world.

Finding available jobs

A good place to start searching, especially for those without high-bandwidth Internet capabilities, is in Usenet news. There are a number of newsgroups dedicated to offering and finding jobs. The misc.jobs.* hierarchy gets heavy traffic, so by

carefully monitoring the appropriate groups for a few days you should find something worthwhile.

The misc.jobs.resumes newsgroup is dedicated for job seekers to post their resumes where employers can find them.

Follow the guidelines below for plaintext resumes. misc.jobs.offered worldwide while misc.jobs.offered.entry contains entry-level jobs. Look in misc.jobs.contract if you're looking for one-shot contract type jobs.

The World Wide Web is a great place to conduct your job search. It is possible that you could spend days just going through all the subtrees on Yahoo's Business: Employment directory (<http://www.yahoo.com/Business/Employment/>). It includes hundreds of links to career services, job listings, resume servers, and much more. For many of them, you should already have a text resume prepared (see the next bullet). The following are some free online services:

The Online Career Center (<http://www.iquest.net/occc/>) maintains a database of available jobs submitted by employers. They can be searched by keyword, by state or by city. OCC also has a database of resumes which employers can search. Submitting your resume is free if you do it online through their Web server.

Monster Board (located at <http://www.monster.com/>) has a jobs database searchable by selecting categories, locations and companies of the jobs you want to see. Keep your searches narrow because it'll only show you five results for any given search. The Monster Board also allows you to submit a free online "resume" which is actually a fill-out form.

Going after a job

Once you've found a viable job opening advertised, the next step is usually to send your resume to the company offering the job. Be sure to check the advertisement for instructions on how they prefer to receive resumes. E-mailing a resume to an employer who specifically asked for delivery by fax or snail mail will not make a terrific first impression.

If you are sending your resume via e-mail, you will need to convert it to a plain text (ASCII) format first. Most word processors are able to save a document as plain ASCII text.

If yours doesn't, try copying and pasting the text of your resume into a plain text editor like Notepad (Windows) or Teach-Text (Mac). It will probably take some effort to get the unformatted text to look anything like it did before the conversion.

Make sure each line is no longer than 76 characters long. Most text terminals have displays that are 80 characters wide, so 76 should be short enough to prevent lines from wrapping or being truncated. Once you think you have it perfected, e-mail it to yourself and see how it looks.

It may seem tempting to try to send that beautifully-formatted Word 6 or PostScript version of your resume with the tables and embedded graphics. In a word, don't. Not unless the company specifically states that it's okay to do so.

Even if you know how to encode the document to send via e-mail, that doesn't mean the recipient will have the knowledge, patience or desire to decode and view it. If you absolutely must send the pretty version, find out if you can fax or snail mail your

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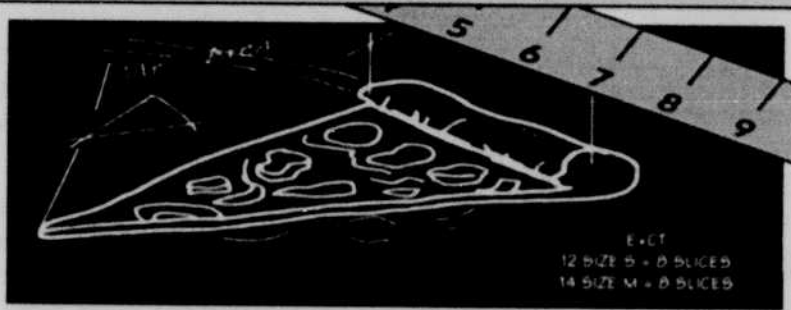
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