



Online Job Search

Use these tips to search for jobs more effectively and increase your odds:

Ten Tips for a Successful Online Job Search

-  **1. Choose Job Sites Carefully**
Jobs are listed on thousands of different websites, so be selective about which ones you use. Visit local ones, rather than national sites with jobs all around the country.
-  **2. Refine Your Job Search**
Search using keywords and add more terms to narrow your search. Don't forget to specify your location; your Postcode normally works fine. Most job sites also have an Advanced Job Search so you can narrow your results using, for example, a particular company name, job title, or commuting distance.
-  **3. Set up Email Job Alerts**
Save your job searches to receive email job alerts including new jobs matching your criteria. Many sites also let you save any job search as an RSS feed. This will help you apply for jobs as soon as they are posted, making it more likely employers will notice you.
-  **4. Keep it Focused**
Only apply to jobs you are qualified for. Companies notice candidates with the skills and experience they're looking for. If you don't have these, your CV will be ignored.
-  **5. Watch Out for Scam Job Listings**
Be careful if you see job listings promising quick and easy income, or requiring a fee or your national insurance number in order to apply - they're likely to be scams.
-  **6. Write a Customised Cover Letter**
A well-written cover letter that is customised to the company or individual recipient shows you are serious. Try to show how your qualifications and experience relate to the company's needs.
-  **7. Post Your CV**
Posting your CV to job boards helps companies find you online. Bear in mind that anyone may be able to see it. Most job sites give you the option of posting anonymously, although companies may then be less likely to contact you.
-  **8. Clean Up Your Act**
Check your CV and cover letters for typos and grammatical errors. Use consistent font sizes and formatting in your CV. Potential employers may look at any online profile of yours, so keep them up-to-date and free of content that would embarrass you.
-  **9. Do Your Research**
Spend time on the company's website and learn as much as you can about the firm's products and services. Read up on company news and trends in the industry. Find out who is interviewing and Google their names to learn about them. If you know anyone who works at a company you are applying to, try to speak with them first for advice.
-  **10. Don't Give Up**
Every day you spend on your jobsearch is a day nearer to finding your next job or career.