

The Seven Steps for a Quick Online Job Search

The process of finding a job is evolving quickly as technology gives us faster and easier ways of going about it. But even with all the recent changes, the best way to get a job is still to go out and get interviews. And the best way to get interviews is to make a job out of getting a job.

We've taken the basic truths of job hunting success and updated them for the Internet age. This book shows you how to use the Internet most effectively in all phases of your search.

1. Define Your Ideal Job
2. Identify Your Skills Online
3. Use Online Social Networking Sites to Network for Jobs
4. Find Job Openings Online
5. Organize Your Job Search
6. Use Your Resume Online
7. Correspond with Employers over E-mail

So, without further delay, let's get started!



STEP 1: Define Your Ideal Job

Too many people look for a job without clearly knowing what they are looking for. Before you go out seeking a job, we suggest that you first define exactly what you want—not just *a job* but *the job*.

Most people think that a job objective is the same as a job title, but it isn't. You need to consider other elements of what makes a job satisfying for you. Then, later, you can decide what that job is called and what industry it might be in. You can compromise on what you consider your ideal job later if you need to.

Factors to Consider

Many things go into deciding which job fits best. You need to consider your education and knowledge, the type of people you want to work with, what environment you want to work in, what city or geographic area you want to work in, how much money you need to make, how much responsibility you will accept, and what your other personal values are. Once you have your job choices narrowed down, you also need to consider your skills (see step 2).

SEVEN FACTORS TO CONSIDER IN DEFINING YOUR IDEAL JOB



As you try to define your ideal job, consider the following important questions. When you know what you want, your task then becomes finding a position that is as close to your ideal job as possible.

1. **What type of special knowledge do you have?** Perhaps you know how to fix computers, keep accounting records, or cook food. Write down the things you know from schooling, training, hobbies, family experiences, and other sources. One or more of these knowledge areas could make you a very desirable applicant in the right setting.

2. **With what types of people do you prefer to work?** Do you like to work with competitive people, or do you prefer hardworking people, creative personalities, relaxed people, or some other types?

3. **What type of work environment do you prefer?** Do you want to work inside, outside, in a quiet place, in a busy place, or in a clean or messy place; or do you want to have a window with a nice view? List the types of environments you prefer.

4. **Where do you want your next job to be located—in what city or region?** If you are open to living and working anywhere, what would your ideal community be like? Near a bus line? Close to a childcare center? Urban or rural?

5. **What benefits or income do you hope to have in your next job?** Many people will take less money or fewer benefits if they like a job in other ways—or if they need a job quickly to survive. Think about the minimum you would take as well as what you would eventually like to earn. Your next job will probably pay somewhere in between.