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MPL Career Link Center
Job Search Basics

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FINDING A JOB ON THE INTERNET

MPL would like to share the basic information you need to know as a job seeker in today's internet-based job market. Here are three major things you need to apply for a job on the internet. They are:

- an electronic copy of your resume
- an email account
- websites where you can find job postings and apply for them

Your Resume

Your resume is a simple document showing your contact information, your work history, your educational background and other qualifications for a job. See the **Resume Worksheet** to help you organize the information you will need to include in your resume. In today's job market, the jobseeker needs a resume in an **electronic format** to send to employers via email in addition to a paper copy. If you already have your resume in an electronic format such as on a disc or other electronic storage medium, find someone you trust to take a look and help fine tune it before you send it out. If not, the next step is to create a resume on a computer using Microsoft Word or another word processing program. Once you've completed your document, **REMEMBER TO SAVE YOUR RESUME ON A DISC OR FLASH DRIVE!**

Your Email Account

You will need your own email account to apply for jobs on line and for employers to contact you regarding jobs. Sometimes you will send your resume to employers using your email account. There are **free** email services where you can obtain an email account. You can sign up for a **free** Yahoo email account at http://mail.yahoo.com. Others are http://hotmail.com and http://www.gmail.com. One of the most comprehensive listings of free email providers can be found at the Free EMail Address Directory (www.emailaddresses.com). This site lists and evaluates hundreds of free email services

HELPFUL HINTS

Remember to **write down your email address and password and keep it simple**. Your address and password will probably be case sensitive. We suggest using only lower case letters, unless capital letters are required.