

Document 10.1 Career Center Discussion of Internet Resources

The Job Search Has Gone High Tech

You don't buy compact discs anymore, and you probably download your books. The digital revolution has finally come to the job search. The days of printing your materials on paper and stuffing them into an envelope are over. You hear about jobs on the Web, you use the Web to learn how to write a résumé, and you upload your résumé or paste your information into Web forms.

Today's wise job-seeker knows that networking is still the heart and soul of the job search. You already do networking, even if only on a social basis. You get together with family, friends, and classmates. Now it's time to learn how to do job-search networking. Think of it as another form of job interviewing—only it isn't restricted to people who can offer you a job. It pays to network with anyone who can help you understand anything about the job search: how to prepare for the job search, how to learn about a particular company or industry, how to meet someone who might know of an opening.

Here are some tips:

1. Use your online connections to let people know you are looking for a job. Sites like Facebook and Twitter make it easy to spread the word. And ask friends about openings at their company. Get in touch with people who work at companies where you'd like to work.
2. Use the Web to reach out to trade and professional organizations in your field. Talk to professors; they can point you to the major organizations in your field.
3. Go online to find out about the latest trends in writing cover letters and résumés.
4. Put your materials online; it's simple and it's free.