

## The Dos and Don'ts of Using the Internet in Your Job Search<sup>1</sup>

**Do** keep records of where you post your résumé and what user names and passwords you use. Don't use the same password(s) you use to access your e-mail or bank accounts.

**Don't** use an e-mail address or identity/account name that makes a political, social or religious statement. Be professional.

**Don't** type e-mail or other correspondence (including your résumé in ALL CAPITAL LETTERS because that implies you are SHOUTING at the reader!

**Don't** ignore your résumé after posting it at a web site. Update it periodically to keep it current. When searching a résumé database, an employer may limit the search to "new" résumés (for example, résumés no older than 7 days or 14 days.)

**Do** carefully check the spelling, grammar and appearance of all documents you send, including your e-mail – and have other people proofread it, too. This is usually an employer's first impression of you.

**Do** e-mail your résumé to yourself as a file attachment to provide a backup copy of your résumé. Create a folder called *Résumé* and store the e-mail message in that folder. This will prevent you from accidentally deleting the e-mail file while performing housekeeping on your folders.

**Do** keep your e-mail folders free of unneeded files, especially if using a free e-mail account. You are limited in the space available to you and when you reach your storage limit, incoming e-mail will be rejected as "undeliverable".

**Do** search a job site a few times before you spend time posting your resume. First make sure the site has your type of work in its database.

**Do** read any "tips on searching" offered by a web site. This will greatly improve your chances for locating your type of work in the database.

**Don't** limit your job search primarily – or exclusively – to the Internet. Networking is still the #1 way to get a job!

**Don't** send your résumé as an attachment to e-mail if created using an uncommon brand of software or résumé writing software. The recipient probably won't have the software needed to open the file. (\*.doc, \*.html, \*.txt and \*.rtf are all safe to send – if free of viruses.)

**Don't** post your references online with your résumé. Your references might not appreciate having their names and contact information posted on the Internet! (You don't provide your references until asked for them – normally at the time of an interview.)

**Don't** type your e-mail address as an active link. The underlining and color changes make the characters difficult to read and the characters don't scan accurately.

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