

- ⇒ **Google yourself.** Find out what potential employers will see if they do the same. Be aware that a first impression might come from looking at your Facebook or MySpace.
- ⇒ **Post your résumé.** Post your résumé with job banks that help companies find you online. When submitting your résumé for a position, be sure that it is focused on the job for which you are applying.
- ⇒ **Customize your cover letter.** Show companies that you are serious by submitting a well written cover letter specifically for the job for which you're applying. Show how your qualifications and experiences meet the needs of the company.
- ⇒ **Set up email job alerts.** Many job banks have a feature where you can submit your email to receive alerts about newly available jobs. When job hunting, check your email daily for alerts and well as responses to online applications.
- ⇒ **Limit personal information.** When submitting online applications and résumés, be careful of the information that you put out there. Credible employers never need your bank account numbers, credit card numbers, or mother's maiden name.
- ⇒ **Omit references on your online résumé.** By putting your references' information online, you are publicizing their information without consent. Wait for the employer to request them.
- ⇒ **Keep records of your job searches and submittals.** Keep track of where you have submitted your applications and résumés.
- ⇒ **Internet is not the only way.** Do not put all your efforts online. People hire people.
- ⇒ **Meet the minimum qualifications.** Do not apply if you do not meet the minimum requirements. Don't defeat yourself.
- ⇒ **Do your research.** Use the internet for all it offers. Use it to find employers, learn about their company and to contact them. Utilize it to create impressive résumés and cover letters. View videos online to prepare for interviews. Tie it all together to wow the employer with your knowledge of their company, product and market.
- ⇒ **Your job hunt is a do-it-yourself project.** No one knows what you want more than you do. You know what you want, so go for it!
- ⇒ **Check it twice.** Use your computer to do spell check on your résumé. Ask someone to check formatting. Keep your online profiles at job banks up-to-date with current information and free of any information that might embarrass you.