Online Job Search Checklist

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# Tasks:

☐ **Preparation**

☐ **Brush up on your job-hunting skills.**

☐ **Decide what you want to do.**

☐ **Decide if you want to relocate.**

☐ **Decide how much you are worth.**

☐ **Get a professional email account.**

☐ **Build your online resume.**

☐ **Prepare references.**

☐ **Gather job-search resources you can find online.**

☐ **Protect yourself from identity theft and other frauds.**

☐ **Online Search**

☐ **Learn all the keywords and categories relevant to the position you're seeking or the special skill set that you offer.**

☐ **Make sure to put the keywords in the information you upload to the jobs search websites.**

☐ **Look for the job in the right places.**

☐ **Go to the major job search websites.**

☐ **Visit the website for the company you would like to work for.**

☐ **Vists industry-specific sites on the Web.**

☐ **Visist 'Meta' online job search sites, which collect listings from numerous other jobs search sites.**

☐ **Use one of the web services that will send your resume to recruiters.**

☐ **Apply for a job listing from an employment agency - you might be considered for other jobs that the agency has to fill.**