

# Career Opportunities

## Tips For Finding—And Landing—A Job Online

(NAPSA)—Despite unemployment numbers going up, there still exist thousands of jobs up for grabs. Even if you don't see that “Now Hiring” sign in business windows, there are many jobs to be found online. In fact, the online classifieds site Oodle ([www.oodle.com](http://www.oodle.com)), which aggregates job listings from more than 80,000 sites, currently has 3 million job postings in the U.S. alone.

Following are some tips to minimize the time you spend looking and increase the chance that you'll find hundreds of jobs within a 50-mile radius of your ZIP code:

- Search by job title. This will deliver the results that best match your résumé qualifications.

- Refine your search. If you are looking for a job in a specific industry, such as technology or entertainment, refine the search by category to target the most relevant things.

- Set up an alert. New jobs are posted each day, and an alert will let you know about one that matches your requirements just as soon as it is posted.

- Search under company name. If you are just trying to get your foot in the door to a specific company, search under “Companies” for a list of openings.

Once you find an opening, you'll want to differentiate yourself and make it clear that you are a hard-working individual. Following are some tips to help you land the job:

- Focus on accomplishments, not your job description. Everyone knows what a VP of sales, account manager or director of marketing is supposed to do—what's unique about what you brought to the job to help your

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company be successful?

- Target résumé to be attention-getting, to the point and clearly identify your qualifications. Focus on skills and accomplishments with specific attention to actual results. Hobbies, crafts and clubs can also give you accomplishments and skills.

Remember that each potential employer has a different method for you to apply for the job. Some sites ask you to send your résumé. Others will only take an application through their Web site application form process. Joel Cheesman, founder of one of the most widely read blogs on recruitment issues, Cheezhead ([www.cheezhead.com](http://www.cheezhead.com)), suggests that individuals serve the potential employer an “I want to work for you” advertisement on Facebook. That should get you to the right person and help you stand out from the deluge of resumes that come in by traditional means.

To find some additional tips to minimize the time spent looking online and increase the chance that you'll find hundreds of jobs, go to <http://blog.oodle.com/2009/02/05/tips-for-finding-a-job-online/>.