Job Hunting? Let Computer Software Do The Legwork

(NAPS)—For many people, finding a job can be a full-time job in and of itself. Despite the wealth of opportunities in today's job market, people searching for the "perfect" career face such challenges as managing time, researching job information and differentiating themselves from other applicants.

A computer software package such as Microsoft 2000 can help ease the job-hunting process by providing easy-to-use tools that quickly create professional-looking documents, such as resumés and cover letters. Plus, by taking advantage of the latest technologies, you demonstrate to potential employers that you are tech-savvy and efficient.

Creating a resumé

Microsoft Word offers a variety of font and format styles to help you create a professional-looking resumé. Features such as the "drop down font menu" save users time by showing font styles as they would appear in the finished document. Formatting a resumé can be a breeze with the included templates.

You can also get creative ideas and suggested resumés for particular professions from the Template Gallery on Microsoft's Office Update Web site. The gallery contains more than 100 resumé tem-

One software package provides many of the tools needed for an effective job search.

plates, as well as cover letter and follow-up letter templates to streamline the resumé creation process.

Sending your resumé

Office can even help with such finishing details as printing addresses on envelopes. Microsoft Word's Envelope Wizard facilitates printing the desired mailing address on an envelope, in the font of your choice. You can also send your resumé and other documents via e-mail using Microsoft Outlook.

Job hunting online also has become prevalent, requiring a certain amount of finesse in ensuring that your resumé lands in front of the right people. Microsoft Word provides an effective means of keeping your cover letter and resumé in the same document, making them easier to distribute and manage, and reducing the possibility of a potential employer losing one or the other in the shuffle.

Keeping track of information

Keeping track of correct contact information when searching for a job can be challenging. Microsoft Outlook has the tools to store contact information, schedule interview times and, if communicating by e-mail, track correspondence. The product also lets users set up reminders to respond to potential employers in a timely fashion.

Outlook's Contact File also includes a link to Expedia.com that can provide maps and directions to the location of the interview.

These are just a few of the features in Microsoft Office that make the task of finding your next job a little less daunting. For more information on products and services, visit the Office Web site at *www.microsoft.com/office*. To check out the Template Gallery, visit *www.officeupdate.com*.