



# Answering Online Ads

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## *The Internet*

The Internet should play an essential role in your job search. It is internet is filled with opportunities and information just waiting to be conquered. Some companies provide links to job postings through their websites. If you are not computer literate you are very limited in finding potential career possibilities and should consider computer training immediately.

## *Electronic Resumes*

More and more employers are requesting emailed resumes. Here's what you need to know:

- ★ Prepare your resume in three ways: a formatted paper resume, a scannable paper resume and a plain-text electronic resume.
- ★ Email an electronic resume to an employment database, to an employer's website and to an individual's email address.
- ★ Learn how attach your application
- ★ Always attach your resume with your cover letter in one attachment.

Online application letters must be one page only; well presented and free of errors; clearly expressed and business-like; positive and persuasive (but not over-confident); focused on the employer's requirements and not your needs; and consistent with what is in the resume. Most importantly they need to address the specific requirements of the position.

## *Attaching your resume*

Most job seekers prefer to send their applications as attachments in their emails. If you are asked to send your resume as an email attachment, the process is quite simple.

- ★ Make sure you have the correct email address in the "To" line
- ★ Put the job number in the "Subject" line [if you have one], or the name of the specific job, for example: Purchasing Officer, or Sales Manager. Also include your name.
- ★ Attach the Word version of your cover letter and resume [one document] by clicking on the "Attach" icon in the email menu.
- ★ Include a small 2-3 line introduction in the "body" of the email.
- ★ Before you hit the "Send" button, double-check that the email letter/resume are attached.
- ★ It is always a good idea to do a test and send to yourself or to a friend's email address.