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information

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Gail Borden Public Library District

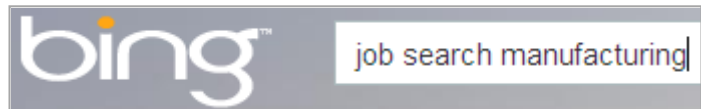
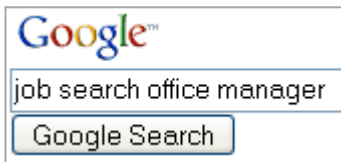
Job Searching on the Internet

Links

Indeed <http://www.indeed.com>
Simply Hired <http://www.simplyhired.com>
USA Jobs <http://jobsearch.usajobs.gov>

Look for a Field-Specific Job Search Site

Use a search engine like Google (<http://www.google.com>) or Bing (<http://www.bing.com>) to find a job search website that only lists jobs in your field. In the search box type in "job search [field]."



You may find some great websites that will help you narrow down your job search to the field you are really interested in. In addition, check association websites related to your field. For example, the American Nurses Association or the National Association of Sales Professionals.

Newspapers

Job postings in the newspaper are becoming less popular. However, you may want to check out local newspapers online.

The Courier News <http://www.suburbanchicagonews.com/monster/index.html>
The Daily Herald <http://www.dailyherald.com/jobs>

Filling in Online Forms

Although time consuming, being accurate in filling out online forms is a must. This is just another aspect of selling yourself. Be sure to put 100% effort into the application and allow yourself enough time. This one could be the one! Tips:

1. Keep the job post in mind. This is your chance to use keywords to catch the attention of the employer (<http://ezinearticles.com/?Tips-on-Filling-Out-an-Online-Job-Application&id=2287701>).
2. Fill in boxes that are optional. "The cover letter in the little box is the online representation of you, so make it as vibrant and exciting as you are" (<http://ezinearticles.com/?Tips-on-Filling-Out-an-Online-Job-Application&id=2287701>).
3. Be prepared for tests or questions, and take your time (<http://ezinearticles.com/?5-Tips-on-Filling-Out-an-Online-Job-Application&id=2275244>).
4. Create a login. If possible, create a login so you can go back and review the application before submitting it (<http://ezinearticles.com/?5-Tips-on-Filling-Out-an-Online-Job-Application&id=2275244>).