



EXPLORE  
EXPERIENCE  
EXECUTE  

---

CAREER

## Quick Tips The Online Job Search

The internet is not the only way to look for a job, but it is a powerful one. It is also a place to:

- Do **research**, to find out information about fields, occupations, jobs, companies, cities, geographical areas, salaries, and so on.
- **Make contacts** and network with people, who can help you find information, or suggest referrals, or help you get in for an interview at a particular place.
- **Get advice** about skills testing, career counseling, and job-hunting.
- **Post your resume**, for the benefit of employers who are looking to fill vacancies.
- **Search for vacancies** listed by employers (often called want ads, job postings, or job listings)

### Before You Go Online

Before starting your search, you need to know exactly what it is you are searching for. You need a list of **keywords**, the actual terms you will enter into search boxes all over the Internet. Start by:

- **Creating your resume.** Not only will this help you think this through, you'll need that resume in case you find your dream job online. If that isn't yet done take the time to do it before heading off into the wild online west.
- **Thinking about *what, who, and where.*** These questions will define your job search, allowing you to focus on specifics instead of wallowing around generalities.

### Selecting the Right Sites

When asked to name the best sites for online job search we always respond "the ones which give you the leads, connections, and resources that work best for you." You will need to consider:

- What do they offer?
- Are the job listings dated?
- How often are things updated?
- How long are listings retained?
- Who runs this site or service?
- If there's a fee for this service, is it worth the cost?

Follow Us!



MSUDenverCareerServices



@MetroCareerServ



Group: MSU Denver Career Services

Tivoli 215  
303-556-3664  
MSUDenver.edu/career



## Helpful Sites

### Research:

- The Riley Guide: A warehouse of information on job-searching, with recommended job-search sites. [www.rileyguide.com](http://www.rileyguide.com)
- The Job Hunter's Bible: An easy, helpful companion to Richard Bolles' books, with information and recommendations: [www.jobhuntersbible.com/](http://www.jobhuntersbible.com/).

### Job Postings:

- MSU Denver JobLink: A site specifically for MSU Denver students and grads. Log in via our website, [www.msudenver.edu/career/](http://www.msudenver.edu/career/)
- Career OneStop: Sponsored by the US Department of Labor: <http://www.careeronestop.org/>
- Colorado jobs: <http://www.colorado.gov>. Click on the "Work" tab.
- Federal jobs: [www.USAJobs.gov](http://www.USAJobs.gov). Let the system guide you through the complicated process.

### Resources:

- LinkedIn.com: create a profile for yourself, post your resume, and search for employers and people to connect with.
- Employer websites: This is often the best way to find current job listings, and to know what is going on with an employer.

### Professional organizations:

Professional association or professional organizations are usually nonprofit organizations that aim to further a particular profession, the interests of individuals engaged in that profession, and the public interest. These societies also often have job listings that are not visible to the public, and therefore limit the applicant pool to members. To find professional associations for your profession, Google key words like "accounting professional organization" or "Colorado forensic linguist association."

Finally, remember that the Office of Career Services is here to help! If you need more information, please check our website, [www.msudenver.edu/career/](http://www.msudenver.edu/career/), call us at 303-556-3664, or come to Tivoli 215 to schedule an appointment.