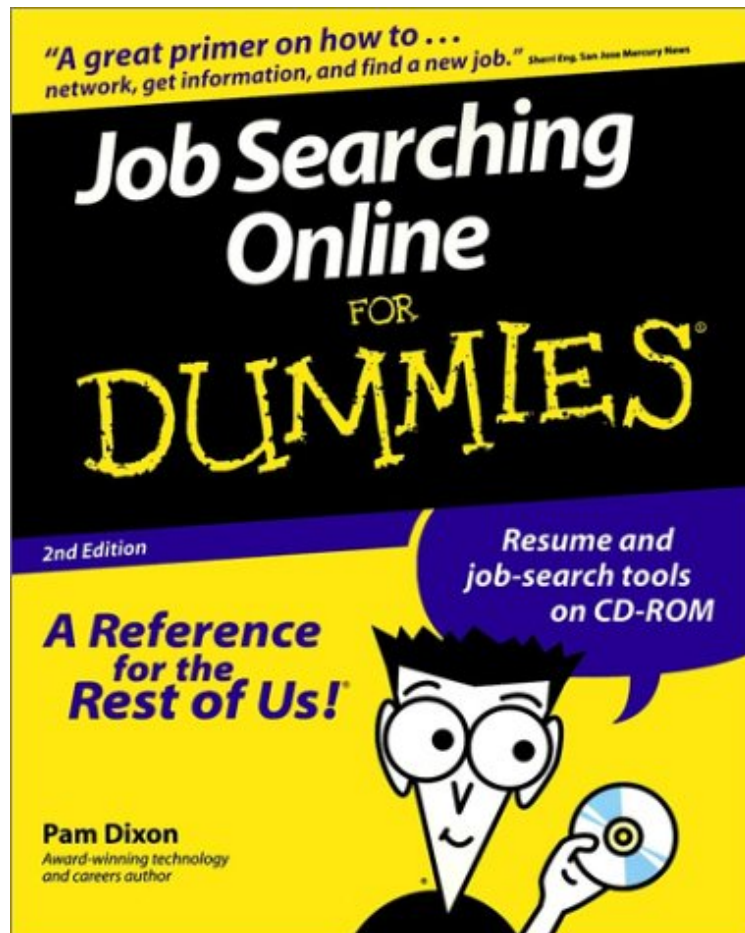


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Job Searching Online For Dummies (For Dummies (Computers))

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Pam Dixon : Job Searching Online For Dummies (For Dummies (Computers)) before purchasing it in order to gage whether or not it would be worth my time, and all praised Job Searching Online For Dummies (For Dummies (Computers)):

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were nowhere near as good) but today I'm ordering "Job Searching Online for Dummies" to add to my private collection. Thanks Pam for writing such a helpful book. 18 of 19 people found the following review helpful. A Must for Today's Job-hunters! By A Customer I spent 3 1/2 months job hunting with no success before I got an Internet connection. Now I have my connection and used this excellent book to get myself up to speed on online job searching. Little did I know how significantly the job search game has changed! This book got me up to speed in very short order. It tells you everything you need to know about "keyword" "Plain-text" and "scannable" resumes for use on the web. It also gives good advice on maintaining internet privacy, (how to avoid getting your identity stolen), which job databases to use and which to avoid, how to reformat your resume for resume databases...I put my resume on one database, e-mailed a few text-only copies in response to online ads, and my telephone hasn't stopped ringing since! This method, fortunately or unfortunately, is the wave of the future. There is a CD included in the book, but I found enough information within the book that I didn't need to use it. 6 of 6 people found the following review helpful. Great basic info. By J. Turner When my father handed me this book, I rolled my eyes. As a "downsized" IT professional, I am intimately familiar with recruiters and online job systems, and fully expected this book to rehash what I already knew. It did. However, it does contain information that is valuable for beginners. Most of the information is right on the money. Compared to other online job searching books, this one has a lot of good information, so much so that it risks detracting you from your job search (ignore the information about taking the time to convert your resume into HTML and posting it on your own website).

It sure is maddening to feel like you're wasting away in a frustrating or dead-end job. And even if you have a great job, sometimes it's just time to move on. But it's also scary to switch careers. And while getting a great job is always important, it's especially so when that job is the first job of your new career. Whether you're a seasoned job-hunter or a fresh-faced graduate, you may be surprised to know that online job searching is so widespread now that between 40 and 80 percent of employers search for job candidates online. And while everybody has completely different job-search questions and needs, the second edition of Job Searching Online For Dummies is designed for every job seeker, including Passive job seekers; those just casually keeping an eye out for new job opportunities New college graduates Seasoned pros, who will want to take some time to find a job that fits their skills perfectly Web novices, who need to get up to speed on using the Internet and figure out what makes an online job search work Job seekers who need to find a job yesterday, who are ready to start browsing jobs immediately. In this book, you'll discover everything you need to know to capture the best job possible by using the Web and other online tools, such as e-mail. And you'll uncover tips to Get organized and develop an online job-search strategy Put together an efficient, effective electronic resume or Web portfolio Understand the intricacies of e-mailing and online networking Navigate cyberspace and online job databases Improve your job-search odds Getting a great job doesn't have to be a drudgery. As you plan your job-search strategy, write your resume, and begin to contact employers, know that Job Searching Online For Dummies is here to help you in your journey. It's chock-full of the latest online job searching advice.

.com If your last job search took place more than a year ago, you may be shocked at how widespread online job hunting is today. Pam Dixon reckons that between 40 and 80 percent of employers now search for job candidates online, with millions of jobs being posted via company Web pages and online employment databases. If you know how to use it, the Internet is a magnificent tool for learning what jobs are available, in your field or in fields you may wish to explore, in your neck of the woods or across the country in a region you may not mind relocating to--if only there were a job waiting for you. Job Searching Online for Dummies is a priceless investment in the job hunt process. Dixon explains new job search trends (such as who is likeliest to succeed in an online job search) and which online job search strategies are most effective. She provides job search engines and professional indexes, discusses rsum privacy, and touches on the tricky issue of whether your current boss may see your rsum online. There are also chapters on formatting an electronic rsum, rsum send-out strategies, how to compose an appropriate electronic cover letter, and doing a bit of pre-interview Internet research, too. Dixon then delves into e-mail protocol, contacting the right people, and using online job databases to your best advantage. There's an Internet directory in back, with 63 pages of worthwhile Web sites, and there's a CD, too, compatible with PC and Mac systems, that contains a clickable list of all the URLs in the directory, an ASCII template for a basic electronic rsum, and BBEdit Lite, a freeware text editor (compatible with Mac OS only) for composing HTML. Job hunting is still exhilarating, scary, and time-consuming, but if you take advantage of the job search techniques the Internet now offers, the process can be far more efficient and effective. You have nothing to lose, except perhaps the right job. --Stephanie Gold "I recommend the brand-new second edition of 'Job Searching Online For Dummies' for state-of-the-art updates." -- Joyce Lain Kennedy, syndicated career columnist, October 2000 From the Publisher Includes a Bonus resource directory!