

## **Online application tips**

Recruitment on the Internet is growing extremely fast. There are already thousands of recruitment agencies publishing vacancies on their websites. Newspapers, online publications and company websites also carry vacancy advertisements. If you neglect to use this vast range of potential vacancies, you will be missing out on potential opportunities.

Online job application advantages for the job seeker:

- apply for many jobs quickly and easily
- storing your CV online where potential employers might see it
- 24 hour access to vacancies
- tracking your application
- fast response
- automatic notification of vacancies according to your profile
- job hunting is easier and very effective

## **Preparing for your online job hunting**

Most people prepare their CV using word processing. Unfortunately your CV may then be unsuitable for the Internet. Recruiters may not use the same technology and they may not be able to process it. Companies receiving your CV may also use another method or computer and they could also have difficulties reading your CV.

In some cases you will have to convert your CV to a text version that can be read on any computer. 'Plain' text, also called ASCII text only, is the safest and the most common Internet format. A .txt file will be recognized by any technology – it is also commonly used for email communication. Plain text gets rid of italics, bullets and all your fancy formatting. So what can you do to enhance this plain text version?

Open your text (.txt) file in Notepad (Windows), or Simpletext (Macintosh) and consider the following suggestions:

- For bullets – use asterisks, plus signs, or dashes
- For underlining text – use capital letters
- Use a line of dashes or asterisks to separate sections
- Redo all spacing using only the space bar
- End each line with a 'enter'
- Check for special characters – they may have been translated into symbols

## **Recruitment sites**

Some recruitment and job websites provide electronic forms that you can use for entering your CV details. E-forms can be very time-consuming to complete. Consider the following tips for e-forms:

- Cut and paste information from your text (.txt) file, not the word processor
- You don't have to complete a field unless it is compulsory – just remember that the more information you add, the better chance you have
- If there is a field for a covering letter or notes – use this to write a short covering letter
- If you want to keep some information private, compulsory detail can be 'on request'
- Remember to update your details frequently to keep your CV near the top when a date sort is used in the recruiters database

### **E-mailing your CV**

Company websites do not always use online recruitment agencies to advertise their vacancies, and therefore many of these sites request that you send your CV via email.

Keep the following in mind when you email your CV to a company:

- Use the content of the email as your covering letter
- State that you are attaching your CV in MS Word and also as a text file – name the attachments with your own name
- Ensure to include your name and the job that you are applying for
- The subject of the email should already give an indication of the content e.g. Application – Librarian, your reference Job# 76693

### **Job hunting advice on the Internet**

Find the following advice on the internet:

- Your job search strategy
- How to write a CV
- How to write a cover letter
- How to prepare for an interview
- Research companies

### **Beware! – Security and privacy**

You are putting personal details on the Internet – never give references on your e-form CV. There can be no guarantee that your information will remain private.

Some information adapted from 'Job hunt on the net' by Julie-Ann Amos