

Using the Internet in the Job Search

The Internet is becoming an essential job-search tool. Understanding how it works and its advantages and disadvantages will be helpful to the job seeker. The Internet represents a powerful, fast-changing fluid source of information although it is not without its difficulties and frustrations. Those using the Internet should be aware of the following caveats:

- The Internet is an ever-changing medium. Sites that are here today may be gone tomorrow.
- The Internet is becoming more and more commercial. Many sites that promise help for the job-seeker simply want to sell something.
- One of the Internet's great advantages – the ability to jump from site to site by hyperlinks – may also be its greatest disadvantage. You can spend hours in front of the computer and get nowhere.
- Just because it appears on the Internet does not mean that it is true or accurate.

Reasons to use the Internet in a Job-Search

- The Internet is available 24 hours a day, seven days a week. This is particularly valuable for people who cannot job hunt during regular working hours or who are seeking employment in another geographic area or career field.
- Use of Internet information and resources is free.
- There are no geographic boundaries. A search can include any part of the United States or any other country.
- Using the Internet demonstrates leading-edge job skills that sets one apart from other job-seekers.
- Posting a resume on Internet sites provides maximum exposure with minimum effort.

Understanding the Internet

The Internet (also called cyberspace, the information superhighway or simply the Net) is a global network of computers that can exchange information back and forth. Among the capabilities of the Internet are the World Wide Web, which can provide information (text, photographs, sound) on any subject imaginable, electronic mail (e-mail), information retrieval, bulletin boards, newsgroups, or mailing lists, and electronic commerce. For those interested, a good explanation of the Internet and

its capabilities can be found in *The Internet for Dummies*. (See Chapter 13, **Resources and Bibliography for complete citation.**)

The Internet uses a number of special terms to explain its different parts. When using or reading about the Internet, it is helpful to understand the following definitions, supplied by the Direct Marketing Association in their web site www.cybersavvy.org.

- **Bookmark** – A way your browser allows you to mark your favorite web sites so that you can return easily to them later. Internet Explorer calls them Favorites.
- **Browser** – The computer software that finds web pages and displays them on your screen
- **Bulletin boards (bbs)** – Also called Newsgroups, bulletin boards are a public place on the Internet where people can post and read online messages about a specific topic. One can review information on an Internet bulletin board anytime and respond or not.
- **Chat rooms** – Technically called InterRelay Chats (IRC's), chat rooms are live online systems that allow people to send messages back and forth in real time, similar to a conference telephone call. Chat room messages are not confidential, they can be read by anyone who enters the chat room.
- **Directory** – A catalog of everything on the World Wide Web (www) organized by category. A directory may also contain a search engine (see below).
- **Domain name** – The part of an Internet address that identifies a specific web site.
- **E-mail** – Electronic mail messages that are sent or received through the Internet. E-mail can be addressed to one person or a whole group and can be read and answered at the convenience of the receiver. Your e-mail address is the address needed to send you e-mail (i.e. your screen name plus the domain name of your Internet provider. Example: `screenname@aol.com`).
- **Home page** – The first page of a web site, an introduction to the site's contents.

- **Hyperlink** – An electronic connection that automatically takes you from one web site to another. For example, a career services web site may provide a hyperlink to a job-search web site.
- **Internet Service Provider (ISP)** – The service that connects your computer to the Internet.
- **Listserv** – An automated system that manages mailing lists and sends messages about a specific topic to a large group of people who have signed up to receive them. Many listservs also allow people to share their opinions with the group by sending as well as receiving messages.
- **Password** – A confidential security code you choose, then use to connect with the Internet. Generally, everyone in a family uses the same password, while each member has a personal screen name.
- **Real time** – Occurring now, as you see or hear it. For example, chat rooms let people communicate in real time, while e-mail can be sent now and answered much later.
- **Search engine** – A system that explores the Internet to find a web site or topics related to a keyword or phrase.
- **Screen name** – Your Internet name. Sometimes it is given to you by your Internet service provider; sometimes you choose your own. A screen name that does not identify you, your family, your age, or gender helps protect your privacy.
- **Surf** – To move around the World Wide Web (www) from site to site.
- **Uniform Resource Locator (URL)** – The address or location of information on the web. For example: the URL for the State Department is **www.state.gov**. URL's usually begin with the code **http://**. This code is usually omitted in web site addresses that begin with **www** but should always be included when typing the address.
- **Web page** – A document on the World Wide Web.
- **Web site** – An area on the World Wide Web that is maintained by an organization and has a unique URL. For example, the web site address for the Family Liaison Office is **www.state.gov/www/flo/**.
- **World Wide Web (www)** – The part of the Internet that contains graphics, illustrations, sound and text.

What do you need to get on the Internet?

You need a computer, a mouse, a modem with a telephone line, an Internet access service, and a web browser. For a computer, the basic choices are between an IBM-compatible machine running Windows or an Apple Macintosh. Both systems have their adherents and the choice is one of taste. If you are a computer novice, you should get expert advice before investing in equipment. (Almost anyone under the age of 18 now qualifies as an expert.) Computer technology changes so quickly, it is recommended that you get the most up-to-date equipment you can afford.

Learning the Internet

If you want to take a class to learn to use the Internet, check with your local school system or department of recreation. (See Chapter 13, **Resources and Bibliography** for addresses and telephone numbers.) The USDA Graduate School offers Internet classes. SeniorNet, a national organization for Internet users over 55 years old, has local learning centers located in Mazza Galleria in Friendship Heights (202-362-9292) and Ballston Commons Mall in Arlington (703-812-8058).

Other computer classes are available to family members on a space-available basis from FSI. See Chapter 6, **Federal Government Employment** for information on functional training or contact the FLO Employment Program Specialist.

Web sites that provide information on advanced Internet navigation can be found in Chapter 13, **Resources and Bibliography**.

The **modem** is the device that connects your computer to other computers. A modem takes the output from your computer and translates it into a series of tones which can be sent over telephone lines. Their speed is measured in bits-per-second (bps). Modems can be either external or internal. Most new computers come with internal modems. As with everything else, the technology improves daily so the best advice is to get a modem with the highest number of bps your service provider can accommodate. If you plan to routinely transfer large files such as graphics or drawings, or if you are telecommuting and need to log on remotely to a network or to do videoconferencing, you might consider an ISDN or DSL connection. They are digital connections that are much faster than

an analog modem. Check with your telephone company to see if residential ISDN or DSL lines are available in your area. These lines are much more expensive than the regular lines used by analog modems and may not be available outside the United States.

Important Note

If you have or are planning to take your Macintosh computer abroad, you should check with the Embassy to find out if the local Internet service provider can support the Macintosh system. You might also consider taking a laptop computer rather than a desktop model. Desktop computers are more fragile and likely to be damaged during a move. (For more information about using a computer abroad, see Chapter 7, **Employment Abroad.**)

When your computer is connected to the Internet over your telephone line, the line is busy and no telephone calls can get through (like having a couple of teenagers at home). Family rules are often made as to when and how long the computer can be connected (especially if the Internet service provider charges by the hour). If you plan to use the Internet extensively, you should consider installing a dedicated telephone line for the computer.

Internet service providers (ISP) can be one of the following:

- A major online service such as America OnLine (aol), CompuServe EarthLink, Microsoft Network (MSN), Prodigy, Web TV, or World Net (See Chapter 13, **Resources and Bibliography** for contact information.);
- A national Internet Service Provider (ISP) such as AT&T Worldnet, Mindspring, Netcom, or Sprint; and
- A regional or local ISP.

Online services are easy to connect to (free software is readily available); they provide special features available only to their subscribers; they have large technical support staffs; and they usually offer a free trial period. On the other hand, because of their size, subscribers can have difficulty logging on during peak hours and may have difficulty reaching the technical support.

The smaller national, regional or local ISP's usually provide only access to the Internet although some offer other content. To find a local service, check in the telephone directory Yellow Pages under "Internet services" (Bell Atlantic has a special section, "The Internet Guide" in its Yellow Pages); The Washington Post has a directory of online services on its web site www.washingtonpost.com//ffwd or go to one of the following web sites:

- <http://thelist.internet.com> The List maintains a catalog of ISP's grouped by area code (in the United States and Canada) or country code (the rest of the world). The List also outlines fees, optional services and modem speeds and provides a link to each ISP.
- www.boardwatch.com
- www.ispfinder.com

Most commercial services and ISP's charge a monthly fee for unlimited usage but some charge by the hour. Time on the Internet can quickly mount up, so the unlimited usage is usually more economical. Most ISP's have a local access telephone number so that long distance charges don't apply but you should make sure that you have the correct local number.

When choosing an ISP, consider the following:

- Are busy signals common during peak hours? (Peak hours in the United States are from 7:00 pm to 11:00 pm but you should check the hours when you will be using the Internet.) Call the modem number during peak hours; if you get a modem tone, hang up. If you continue to get busy signals, you should consider another ISP.
- What are the hours to reach the technical support staff? Is the staff readily available or are you put on hold for long periods? Does the staff specialize in your type of computer? If you are using a service provider in another country, do the technicians speak English?
- What is the commitment? Is there a free trial membership? Can you get your money back if you switch ISP's before the contract is complete?
- Will the ISP sell your name to marketers?

Web Browsers

A web browser is the software that allows you to access the World Wide Web. A browser permits you to take advantage of the web and other features of the Internet such as newsgroups, mailing lists, and e-mail. Most new computers have a browser included as part of their installed software. Most ISP's give you a web browser as part of their installation software. The

most popular browsers are Microsoft's Internet Explorer and Netscape's Navigator. Both browsers are similar but if you have one and want to try the other, you can download the software from the following web sites:

Netscape Navigator: www.netscape.com

Microsoft Explorer: www.microsoft.com

How to get online without buying a Computer

All the public library systems in the Washington area now have computers with access to the Internet. You can use them at no charge although there is usually a time limit. Many career centers provide Internet access as part of their service. Most colleges and universities have some kind of Internet access for their students. If you are a student or otherwise affiliated with a college or university, check out what is available. Some institutions let alumni use their systems.

There are also commercial ventures such as "cyber cafes" that provide computers with Internet access for an hourly charge.

State Department Internet Access

- The Ralph Bunche Library (Room 3239 MS, Telephone 202-647-1099, e-mail congerid@ms1239.wpo.us-state.gov) has computers with Internet access, Netscape, America Online (AOL), an electronic card catalog, CD-roms, and online databases including Lexis-Nexis, Dow Jones, Dun and Bradstreet, Legi-Slate, and Dialog.
- The State Department's Career Development Resource Center (CDRC) contains computer resources for use in preparing job-search materials and accessing the Internet to collect career information. (For more information about the Career Development Resource Center, see Chapter 1, **Introduction**.)

The World Wide Web (www) is the most popular part of the Internet. The web is a global database of sites that combines text, pictures, and sound. Any Internet address that contains the term **www** is a web site. You can "web surf" by clicking on a marked "hypertext link" on one web page and move to another. The links are underlined and often appear in a different color than the regular text. (When you access a hypertext link it changes color, so that if you come across it later, you will know that you've gone down that road before.)

Web Addresses

A web address (also called the URL or Uniform Resource Locator) is the unique code that tells the web browser where to find the site you are looking for.

For example, in the web address **http://www.state.gov/www/flo**

- **http://** is the code that facilitates the transfer of data between computers, (see below for important information about **http://**) followed by

Typing Internet Addresses

You must be very careful when typing an Internet address. Copy it exactly using the same capital and lower case letters, any other symbols and spaces. A missed period or slash (/) will make the address incorrect and your computer will not be able to read it.

If you are having trouble reaching a web site, back up one or more paths (i.e. type **www.state.gov** to reach the main site which will then provide a link to the part you are looking for **www/flo**).

- **www** which stands for the World Wide Web, followed by
- the screen name (in this case, **state**), followed by
- the domain or type of site (in this case **.gov**), (see below for an explanation of domain codes) followed by
- the path (in this case **www/flo**).

Important Notes

In many sources listing web addresses (including this book), the code **http://** is not listed as part of the web address but should be used when accessing the site.

Some sites such as online stores and banks have addresses beginning with **https://**. The “s” indicates that the site is encrypted against eavesdropping.

Electronic Mail (e-mail)

One of the most valuable features of the Internet is being able to send electronic messages (e-mail). Now, Foreign Service personnel and families

can communicate with their friends, family, business associates, and creditors regardless of time zones and in a fraction of the time needed to send “snail” mail. To send an e-mail message, all you need is access to the Internet and the recipient’s e-mail address. E-mail addresses are configured in the following way:

userid@provider.affiliation

You choose your user identification (userid) at the time you sign up with an ISP. Most people create a userid using a combination of their initials and last name. However, if you plan to use e-mail to contact strangers or to participate in chat rooms, you should create a more anonymous userid. The userid should never indicate your identity, age, gender, or location.

The **provider** is your ISP mailbox (e.g. aol, compuserv, mci, erols) and follows the “at” @ sign.

The affiliation is the type of site and follows a period (dot):

- .com - commercial site
- .edu - educational institution
- .gov - governmental organization
- .int - international site
- .mil - military
- .net - network
- .org - non-profit organization

In addition, international sites will contain the symbols for the country following the affiliation symbol. For example, .uk for the United Kingdom or .bo for Bolivia. For a list of country codes, see the Internet for Dummies web site: <http://net.gurus.com/countries/country-alpha.html>. This web site lists all country codes and whether there is full Internet access, e-mail access only, or no access.

Web-based E-mail

Web-based e-mail uses a web browser instead of an ISP. The following web sites are among those that offer free e-mail accounts:

www.yahoo.com
www.iname.com
www.hotmail.com
www.rocketmail.com

A major benefit of web-based e-mail is that it can be accessed from anywhere in the world. All you need is a browser, your account number, and your password.

Good Idea File

Foreign Service spouse, Channel Sanderson, suggests getting an account with a distribution service such as **www.bigfoot.com**. Bigfoot is a mail processing service that distributes your e-mail, scans your mail for viruses, removes junk mail, and performs other services. One advantage to this service is that you don't have to change your e-mail address when you move. Channel suggests that you give your Bigfoot account to all your correspondents. Then tell Bigfoot to distribute your mail to your local ISP account and/or to any web-based accounts.

Newsgroups

Usenet, a bulletin board system on the Internet houses single-topic message boards called newsgroups. Because they are public, anyone who is interested can read or contribute. Newsgroups can be unmoderated (anyone can post a message) or moderated (submissions are directed to a moderator who edits or filters them before posting the results). The major web browsers can connect you directly to the Usenet.

Before posting to a newsgroup, read the postings generated there for several days so you can get a feel for the group. Improper postings can result in "flaming" (see the section below on "Netiquette"). Once you find a newsgroup that you are interested in, you can subscribe to it. See your web browser "help" section or FAQ (Frequently Asked Questions) section for more information.

Most job-related newsgroups are for job and/or resume postings. The following web sites can connect you to a variety of current newsgroups:

www.dejanews.com
www.liszt.com/news

Mailing Lists

Mailing lists are collections of e-mail addresses for people with a common interest. **Listserv**, **Majordomo**, or **Listproc** are the names of programs that manage mailing lists by sending messages automatically to everyone on a given list. You must subscribe to each list you want to participate in by sending an e-mail message to the site address, for example:

Listserv@nowhere.nothere.com.

Leave the subject blank unless otherwise instructed. In the body of the e-mail message, put the following: subscribe listname yourname. You should receive a message from the listserver confirming your subscription and listing the settings and commands for getting off the list. Keep this message for future reference as it will give you the names of people to contact if there are problems.

When anyone on the list sends a message to the rest of the list, it will appear in your e-mailbox. If you belong to a number of lists, the message volume can easily get out of control. If you do not actively participate in a newsgroup or mailing list (i.e. send messages), you are considered to be “lurking.” Lurking is recommended until you see what the tenor of the group is.

To find a list of current mailing lists, check www.liszt.com.

Netiquette

Internet users have developed a series of rules or conventions of politeness called Netiquette for use in sending e-mail or replying to newsgroups or mailing lists. For example, typing in all CAPITALS is the electronic equivalent of shouting. You should always be careful about the tone of your messages, especially when writing to strangers. What you might think is subtle humor may appear nasty or demeaning to the recipient. For this reason some symbols have been developed to help explain things that might be misunderstood.

:-) smile

:-(frown

; -) wink

But as the editors of *The Internet for Dummies* point out, if you have to use a symbol to explain your meaning, you probably should rewrite what you said.

Other netiquette rules include the following:

- Be brief. Keep messages short and on a single topic. If the message is long, warn the recipients in the subject line so that they will be prepared.
- Be careful with formatting. Don't use fancy formatting (tabs, tables, fonts) unless you are sure that all users can read them.
- Provide structure. Create meaningful subject headings and descriptors to help users orient to the purpose/context of the information. Begin

e-mail messages with a summary or excerpt of an ongoing discussion to provide context.

- **Manage participation.** In a real-time conferences or “chats,” each person must be allowed to finish their comment before someone else types something. A moderator is usually necessary to ensure that the discussion stays focused.
- **Remember you are in a public domain.** Always assume that anything you write could be made quite public so think carefully before you write. Since your message may be read by a wide variety of people (particularly if posted to a public forum or on the Internet), be especially sensitive to any form of cultural bias.

When you visit a site for the first time, it is a good idea to read the FAQ (Frequently Asked Questions) section. The FAQ will usually answer many of your questions about the site and what is permitted or not permitted. They will also help you to avoid being “flamed” which means receiving nasty messages if you disobey the rules of the site.

Electronic Mail and Privacy

Any messages sent by e-mail to newsgroups or to chat rooms should never be considered confidential. Do not put anything in a message that you wouldn’t want posted on a bulletin board for anyone to see. If you must send confidential or classified messages by e-mail, you should invest in an encryption program

Using a Search Engine

A search engine is a program that helps you to search the Internet for specific items of interest using words or phrases (known as keywords). They can be accessed directly through your web browser. The major search engines include the following:

AltaVista	www.altavista.digital.com
Ask.com	www.ask.com
Excite	www.excite.com
Google!	www.google.com
Hotbot!	www.hotbot.com
LookSmart	www.looksmart.com
Lycos	www.lycos.com
Yahoo!	www.yahoo.com

For a list of other search engines, see Chapter 13, **Resources and Bibliography**.

Search engines are either directories that list web pages under categories and sub-categories or automated indexes (sometimes called web crawlers). For example, if you wanted to search for information on telecommuting in the Yahoo! directory-based search engine, you would go to the following categories and sub-categories:

- Business and Economy
 - Employment
 - Telecommuting
 - Telecommuting Jobs

An index-based search engine searches by keywords or phrases and will list every single web page in which the keywords appear. For example, if you wanted to search for telecommuting jobs in the index-based AltaVista search engine, you would type telecommuting in the search box and get a list of more than 29,000 web pages with information on telecommuting. When using an index-based search engine, start with as specific a topic as possible. If you don't find what you are looking for, broaden the search.

Human Search Engines

The Mining Company (www.miningco.com) has human “expert guides” to help users find topics. Guides also host chat rooms, manage bulletin board discussions, recommend books, publish newsletters and update links.

Each search engine has its own idiosyncrasies, so take the time to learn how to best use each one. Most have a Help button or a page of tips that explain the best way to phrase a search. To define your search, use several words to describe what you are trying to find. Nearly all search engines let you use “connectors” such as *and*, *or* and *not* to conduct a more sophisticated search. For example, if you are looking for job opportunities in Bangkok, you might type “jobs and Bangkok.” If your keywords are too specific, you will not come up with any matches; if they are too general, you will come up with thousands.

The Electronic Job-Search

Family Friendly Web Sites

There are web sites developed specifically for working mothers, starting a small business, and employers with family friendly employment policies. See Chapter 13, **Resources and Bibliography**, for a list.

The Internet can be used in many ways in a job-search. Using the terms “job-search” or “employment opportunities” in a web search engine turns up an incredible number of sites offering information on job banks, state employment services, career planning services, resume development tips, and every other conceivable aspect of finding a job. In fact, there are so many sites that valuable time can be wasted checking them out and determining which are really useful. When you find one you like, be sure and “Bookmark” it so that you can find it again. Check your favorites frequently because they can change on a daily basis.

Keyword Lists

An Internet job-search is made using keywords: the specific terms used by employers to describe a position. Before beginning an Internet job-search, it is necessary to develop a list of keywords for the positions you are interested in. To assist in developing this list, check web sites such as the Online Career Center (www.occ.com) or America’s Job Bank (www.ajb.dni.us) and look for jobs of interest. Note the keywords used in the descriptions of those jobs.

Virtual libraries are large collections of information arranged by broad topics. Search these libraries using a very broad term in the field or industry of interest and then follow appealing links. Be sure to keep a list of keywords used to describe jobs or employers of interest. Virtual libraries include the following:

- | | |
|---------------------------|--|
| • Yahoo! | www.yahoo.com |
| • The Galaxy | www.galaxy.tradewave.com |
| • LookSmart | www.looksmart.com |
| • Search.Com | www.search.com |
| • Magellan Internet Guide | www.mckinley.com |
| • The Mining Company | www.miningco.com |
| • Net Happenings | www.cs.wisc.edu/scout/nethap |

Online resource guides are generally dedicated to a specific topic or industry. It is important to determine what organization or specialist the guide represents in order to determine what biases might exist. Resource

guides cover a topic in much greater depth than virtual libraries and are more current. Well-known resource guides include the following:

- The Riley Guide www.dbm.com/jobguide
- Hoovers Online www.hoovers.com
- The Clearinghouse www.clearinghouse.net
- ComFind www.comfind.com
- Scholarly Societies Project
www.lib.uwaterloo.ca/society/overview.html

A number of other highly-rated employment web sites can be found in Chapter 13, **Resources and Bibliography**. For web sites listing Federal jobs, see Chapter 6, **Federal Government Employment**. For Maryland, DC, and Virginia job banks, see Chapter 5, **Washington Area Private/Non-Profit Sectors**.

Because the Internet is so huge and non-discriminating, Diane Cohen, a Washington area Internet trainer, suggests that you focus on the following steps when using the Internet for a job-search.

- Refine your search. Know what kind of job you want and where it should be located (and which is most important – job or location). If you are interested in more than one career field, separate your searches. Work with the search engines until they give you what you want.
- Check out the web sites listed above. Many provide general information about the job-search process, resumes, cover letters, interviews, salary negotiations, and job listings.
- Find the specialized sites (e.g. teaching, medicine, law enforcement) that you are interested in. The following are recommended sites:
 - www.jobsingovernment.com Positions in government, education and the public sector
 - www.medhunters.com Connects healthcare professionals with employment opportunities worldwide.
 - www.sciencemag.org Provides job-search and career management assistance to job seekers in the sciences.
 - www.cob.ohio-state.edu/~fin/osujobs.htm Business and finance jobs. Good links to career resources
 - <http://chronicle.com/jobs/> Job listings from the Chronicle of Higher Education

- Look at Newsgroups. Newsgroups specializing in the occupation you are interested in and/or the location you wish to work in can often provide specific information about jobs and companies. Many of the general job-search web sites (see above) provide links to Newsgroups. See also **The Guide to Internet Job Searching** (see Chapter 13, Resources and Bibliography for complete citation) for lists of newsgroups by state or international location.
- Check out newspaper classifieds online. Almost every major newspaper in the United States is now online and many have extensive job-search materials as well as searchable lists of their classified ads. For example, the Washington Post (www.washingtonpost.com/jobs) has tips on career planning, the lowdown on the Washington market, job advice from the experts, and access to Post employment classifieds. The USA Today web site (www.usatoday.com) has a hyperlink to the Monster Board site (see above).

Researching for an Employer

If you are interested in a particular company or government agency, check to see if it has a web site. You should find information that will help you target your resume or answer interview questions. Most companies list a web site address in their promotional literature. You can also find a company by listing its name in a search engine keyword space.

Important Note

Using information from a company's web site can help make a good impression when making an application or during an interview. Topics such as "Career Opportunities," "Jobs," or "Human Resources" may provide valuable information on the firm's application process. Mission statements or description of services indicate how an organization describes itself. Information in the "News" or "What's New" sections will provide clues as to where the company is headed and where you might be able to fit in.

For more information on the application and interview processes, see Chapters 9 and 10.

Posting your Resume on the Internet

Many Internet web sites allow you to post your resume on their databases. Some are free and others charge a fee. Some services are free initially but charge for updating the resume. You should also find out how long the resume will remain in the database. To keep a resume's release at the top of the list, it must be updated every 30 days. This should ensure that your resume is near the beginning of any listing. (For information on creating a resume that can be posted on the Internet, see Chapter 8, **Applications and Resumes**.)

Good resume posting sites include the following:

- Online Career Center www.occ.com
- CareerMosaic www.careermosaic.com/cm/
- The Monster Board www.monster.com/
- E-Span www.espan.com
- America's Talent Bank www.atb.org

Privacy Issues

Posting your resume to a database means that it becomes a semi-public document and you no longer have control over who reads it. You may wish to give a Post Office box number, an e-mail address and a telephone number instead of your home address. You might consider posting only a skill set, a summary of areas of interest and expertise rather than a full resume.

Before posting a resume, check on the confidentiality of the database or service. Find out who can access this database and how access is granted.

Education and the Internet

The Internet has also spawned a revolution in the field of education. For information about distance learning, see Chapter 12, **Adult Education**.

Conclusion

The Internet is one of the most valuable resources in the job-search and is likely to become even more valuable in the future. In addition to having access to the widest selection of jobs and company information, the Internet allows you to make new acquaintances in your profession or region thereby increasing your network contacts. You can learn about career alternatives and options that you may not have considered prior to your search.

On the other hand, do not let your Internet job hunt take the place of other tried and true job-hunting techniques such as networking, joining professional associations, interviewing described in Chapter 4, **Job-Search Techniques**.