



In today's world, many life skills tasks, from bill paying to applying for a job, are accomplished via the Internet. This life skills series will guide you through some of the common tasks the Internet is used for.

The Internet Life Skills Series 3 includes the following lessons:

- Online Search Skills
- Job Hunting Online
- Money Management with Technology
- Income Tax Online

Understanding the Workbook

This Internet Life Skills series workbook is designed to help you master a selection of basic online life skills. Each lesson is presented in sections to fully address the topic. Lesson sections include:

- **Topic Overview:** General description of the topic
- **Vocabulary:** Critical terms and definitions used in the lesson
- **Talk About It:** Provides thought provoking questions. Depending on classroom set-up students can be directed to discuss with a partner, in a small group, or as a class.
- **Free Write:** Supports exploration of the topic through a writing prompt and space to jot down thoughts and previous knowledge.
- **Think About It:** Reference information and materials to consider specific to the topic.
- **Activity:** Each activity section includes directions to complete either a directed or worksheet activity to support learning.
- **Go Online:** This section provides an activity set up by the instructor to go online and apply what has been learned, either by researching a topic or completing a task.
- **Reaching Others:** This section provides guidance for extending what has been learned by sharing this information with others.



Additional Resources

Your instructor may provide you with additional online and/or offline resources to complete these lessons.

Completion Quiz

Your instructor may administer a series quiz upon completion of the workbook.





Section 1

Overview

Job Hunting has certainly evolved with the advent of the Internet. More and more companies are using online ads and online job search engines to find new employees or advertise. Learn more about how to job hunt online – through both the big search engines and the smaller classified ads sources.



Talk About It

Explore what you know about job hunting online –

- Have you ever found or pursued a job online?
- What job search engines are you familiar with?
- How has the online environment made job searching easier?

Section 2

Think About It



The Job Search

Typically there are four stages to a job search.

- Preparation: designing your resume, writing the cover letter, laying the basic foundation for your job search.
- The search: Doing the actual job search
- Application: Submitting applications for your job choices
- Post hiring: suspending or maintaining the job search



Preparation Stage

1. Decide what you want to do. What area will you focus on? What career are you interested in? For help, you can conduct searches for career placement online. The resulting links can help you determine what you want to do. There will be quizzes and more to help you narrow down your interests.
2. Get comfortable with your computer and being online. A good portion of job searching can be conducted online.
3. Research your selected career choice. Who are the major employers? What can the expected salary be?
4. Put together your resume, include an Internet version. For guidance and help do a search for resumes for your career to find examples.
5. Create a NEW personal e-mail account. (Don't use your old/current one—applying for jobs can open you to spam, your current employer might notice, etc.) Many web-based e-mails are free such as mail.com, yahoo.com, hotmail.com. They can also be anonymous.

The Job Search

Some studies say there are as many as 80,000 web job search engine sites. You're going to want to narrow down to the ones most useful for you and your chosen career.

1. The big search engines: there are some job search engines that are extremely comprehensive with hundreds of thousands of listings. Look through these and see if they cover your career choice. Selectively submit your resume.
2. Job specific search engines: Many job/career choices have their own specific search engines. Want to be a nurse—you can find a search engine specific to that. Want to go into the telecom field, chances are you'll find an engine specific to that also. Do some research and see if the career you have chosen has a specific search engine(s). These can be great for networking and job searching.
3. Top Employers: Know who you want to work for? Have an idea of who the big employers are for your career choice? Visit their Web sites to gather information on the company, potential jobs, and more.

4. Regional search engines: Check out regional, state or even county job search engines to find jobs specific to your locale.
5. Head Hunters/Recruiters: Visit head hunter sites and see what jobs they have to offer.
6. Online Classified Ads: your local newspaper, Craig's List, and other online ads databases are a great resource for job hunters.
7. NETWORKING: Remember—not all jobs are found online. In fact, many are about getting out and networking with people you know and more.

Application

There are a variety of ways to submit a job application for a position found online:



- **Fill out the application online** – This may include an option to upload your cover letter and resume in word doc or text format.
- **E-mail your cover letter and resume** – This will require you to create a short introductory e-mail message. Pay attention to exact titles or job numbers that may need to be referenced in the subject line of your e-mail application.
- **Mail in print copies of the application.**



Tips:

- Make sure as you apply and submit your resume for various companies that you tailor your cover letter and resume to that position.
- Fill out online applications carefully and thoroughly—don't skip sections.
- Does the application ask for your Social Security Number? Think carefully before giving it out on an application—you can always add it in if you are considered for the position. However, do not leave the section blank; make a note that for personal security reasons, you will provide it if considered for the job.

Managing Responses

- Responses to your online job applications will come via e-mail or phone call. Check your e-mail and voice mail regularly to ensure a prompt reply.
- Try to validate response e-mails as actual interest in you for a specific job position. Providing your resume online will sometimes generate e-mails from services that want you to pay them to find you a job. Think before you respond – is this a service you really need?

After You're Hired

When you've finally been hired, you will want to make sure to close down your active searches and either remove or deactivate your resume on search engines.

Section 3

Job Hunting Tips

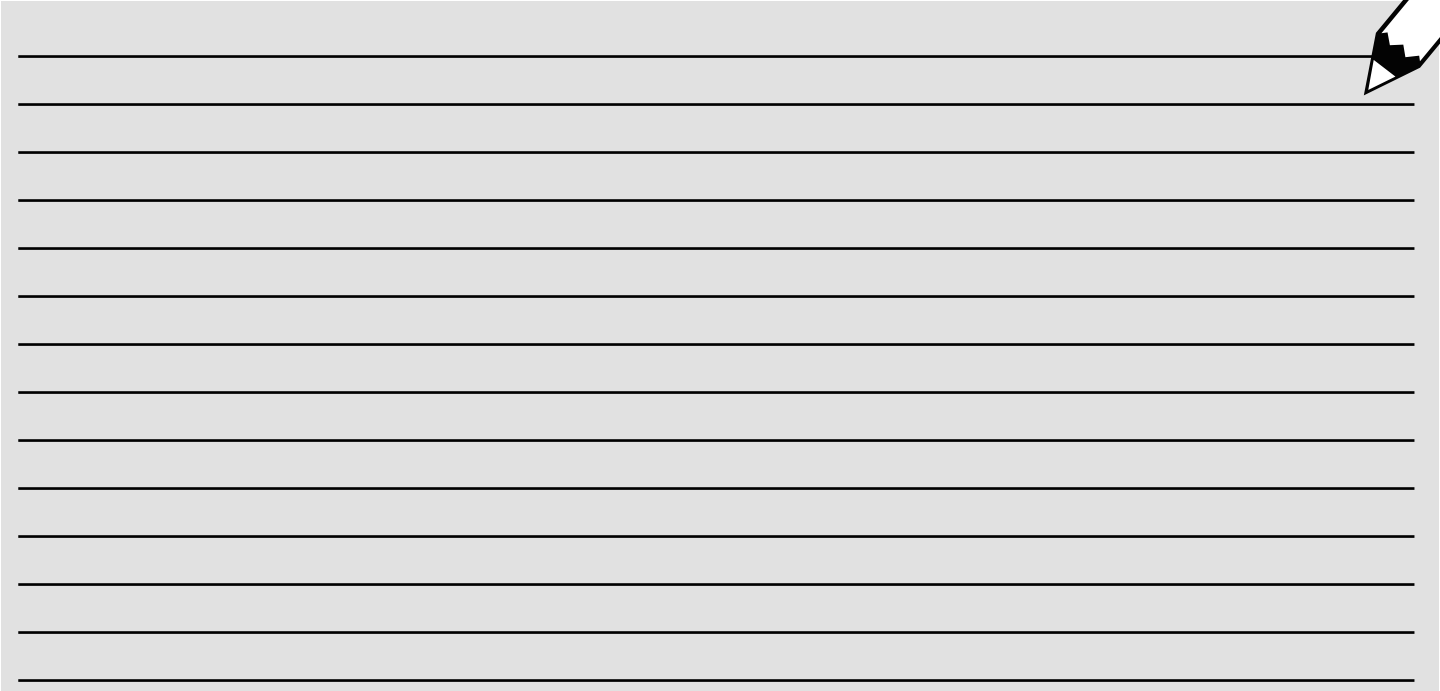
1. Think Privacy First: Post your resume wisely and decide carefully what contact information to include. What would your current employer think if they found your resume online?
2. Diversify—Don't use JUST the big name web job sites. Only a small selection of jobs can be found there.
3. Don't just blast your resume out to all the sites. Be sure to customize it for the job you are applying for. Carefully select which jobs to apply to and make sure to follow up the resume with a phone call or e-mail.
4. Don't apply for jobs while you are at work at your current job! That is an inappropriate use of company assets—save job hunting for your own time and computer (or use the libraries)
5. Cover all bases—make sure you're professional all away around. Look carefully at things others might forget—like your e-mail address —don't use one like hotstuff@hotmail.com to apply for a job. Always proofread everything several times.

Think About It 

Last, but not least – Do you have a MySpace page or other public social networking webpage? Employers frequently do a search for prospective employees on these sites to find out about lifestyle, etc. Make sure you won't embarrass yourself.

Go Online 

1. Use the online search skills learned in the previous lesson to search for an online job search service that you would be interested in using. List the steps required to sign up and search for jobs. List the optional features available on the site.



2. If applicable, go to your social networking webpage and make sure it doesn't give up personal information you would rather not have strangers or prospective employers know.