

## JOB SEARCHING IN TODAY'S MARKET

Applying for a position in today's job market can be very challenging. Most companies ask applicants to apply for jobs online.

Before you apply for a position online, there are a few things you need to do.

Write down your job information. When you fill out an online application you may be asked to provide: your former employers address, phone number, dates worked, supervisor's name, and job duties. You may also need to supply your education information. Having this information written down before you begin your application will save you time and reduce errors. Attached you will find a sample resume.

Some employers will require you to email a formal resume and a cover letter.

Most online applications will require you to provide an email address. There are many free sites on the Internet where you can create an email address. It is very important that you write down your newly created email address and password. Many employers will contact you about the position you applied for through email. You will need your email address and password to open up the messages from potential employers.

Here are some free sites on the Internet where you can create an email address:

[www.yahoo.com](http://www.yahoo.com)

[www.google.com](http://www.google.com)

[www.hotmail.com](http://www.hotmail.com)

If an email address has been supplied by a potential employer, you will need that to send your online application. If you are starting a job search and do not know where to find potential employers, here are few online sites:

[www.louisvillehelpwanted.com](http://www.louisvillehelpwanted.com)

[www.careerbuilder.com](http://www.careerbuilder.com)

[www.ViewLocalJobs.com](http://www.ViewLocalJobs.com)

[personnel.ky.gov](http://personnel.ky.gov)

[www.career-finder.org/Kentucky](http://www.career-finder.org/Kentucky)

<http://www.louisvilleky.gov/>

After you have applied for a job, improve your chances of a job offer by taking free computer classes at the library, read books that give advice on effective skills for job interviews, and network with people you know for potential job leads.

