

Internet Job Search Tips

Version 3

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The Internet can be used as a tool for Job Seekers because it is filled with an abundance of job-related information. To help make sense of this information, the following [Tip Sheet](#) lists over 35 job posting web sites, including mega-sites, sector specific sites, company employment sites and internship/work abroad sites.

Quick tips on searching for jobs online:

1. Look at all jobs that interest you – sometimes similar jobs may have different job titles for the position so read the description first before you make a decision to apply.
2. Read the job posting carefully to make sure you understand the requirements.
3. Many employers use a resume tracking system, therefore it is important to make your [resume scannable](#).

Quick tips on submitting an application online:

- Submit your application using only the method specified by the employer.
- Include a cover letter even if the employer has not asked for one. An exception would be if the employer specifically asks you not to include a cover letter.
- Use a professional email address. Check your “sender name” in your email options to make sure it displays your full name.
- Always type in the job title and reference number in the subject line of your email.
- Do not use slang or shortcuts in your email body.

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[Seneca Works Career Portal](#) has jobs for students and graduates.