



Division of Continuing Education

Internet Job Search Skills & Techniques

When was the last time you looked for a job? Just a few short years ago, people found jobs in the newspaper, through a recruiter, or your own personal network. That's not the way it works today. To find a job in today's world you need to be a savvy Internet user. This practical, hands-on course will help you get on track quickly and allow you to see how the Internet has become the key method for finding employment. You will learn to research job postings online, post your resume online, create a text document for completing online applications, create a job search database, and assess the credibility of job boards. You'll also discover social networking dos and don'ts and many other tips and tricks for finding the right job online. You'll leave with a list of useful resources and links to assist you in your job search.

Prerequisite: Experience using an Internet browser (i.e. Internet Explorer, Firefox, Chrome, etc).

By the end of the day, you'll be able to:

- Research job postings online.
- Post your resume online.
- Create a text document for completing online applications
- Create a job search database
- Assess the credibility of a job boards

Select one of the following sessions:

October 6, 2009 (**FULL**)
Tues, 1:00 pm-4:30 pm
CPTR 515801 1900
CEUs: 0.3 \$39

October 22, 2009
Thurs, 5:30 pm-9:00 pm
CPTR 515801 1901
CEUs: 0.3 \$39

October 27, 2009
Tues, 1:00 pm-4:30 pm
CPTR 515801 1903
CEUs: 0.3 \$39

November 4, 2009
Wed, 1:00 pm-4:30 pm
CPTR 515801 1902
CEUs: 0.3 \$39

November 13, 2009
Fri, 1:00 pm-4:30 pm
CPTR 515801 1904
CEUs: 0.3 \$39

Location: Cole Center for Continuing Education
Cleveland State University
3100 Chester Avenue
Cleveland, OH 44102

Instructor: G. Denyse Castle, M.Ed.

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**CALL (216) 687-2144 TO REGISTER
OR FOR MORE INFORMATION**

For a full schedule of Continuing Education career strategy and other professional development courses, call (216) 687-2144 or visit www.csuohio.edu/ce.