
4 Steps to Landing a Job Interview

USING THE INTERNET AS A TOOL IN YOUR SEARCH FOR EMPLOYMENT

Accessible from any device with internet!

Find Gmail.com

“Create an Account”

Complete Form

- Username—choose something memorable and appropriate
- Password—choose something memorable and keep it safe

1. Create a Gmail Account

Your new ID in the age of the internet

2. Create a Resume

The first contact with your new employer

Open Microsoft Word

Select a template

- Clean and simple
- Minimal lines and colors

Fill in the fields with your information

Format

- Delete unused or useless sections
- Consistent alignment and punctuation
- Font

Save!

3. Create an Indeed.com Account

So many job options in one place

Find Indeed.com using a browser

“Sign In/Create and Account”

Upload your resume

Search for jobs near you

- Filter results to find jobs that match your interests, transportation, and skills
- Save searches and sign up for notifications

Save Jobs and/or Apply Now!

4. Search and Apply

Filter your options and maximize callbacks

Simple search from the Indeed.com home page

- Use a general keyword to start
- Enter your zip code for best results

Explore the components of the resulting page:

- Filter results
- Sign up to receive email notifications when new jobs are posted

Click on job title (in blue text) that interests you

- Save this Job
- Apply Now