

Applying for a Job Online

Find Postings

Company or Organization's Website

Sometimes you can find job postings at the website of the company or organization that you are interested in. Make sure to read the method of submission carefully; some only want resumes emailed, while others will provide a fax number or office hours for you to drop off your resume in person.

If you cannot find where their job postings are on their website, check to see if there is a search box where you might search for “jobs”. Or job postings might be located in a “Careers” section at the bottom of the homepage, or in the “About Us” section.

Job Websites

There are many job search websites online. Some popular ones include:

www.bcjobs.ca

www.monster.ca

www.indeed.ca

www.vancouverjobshop.ca

www.jobbank.gc.ca

www.workopolis.ca

If you are at the library, you can access our job database “Job Freeway” on the Library’s website. You’ll find it under **Research Centre - Info by Topic - [Job Search and Careers](#)**.

At these websites you can search for the right job for you! Also, at most websites you can choose a job type and a geographic area to search for the perfect job.

Start by being general with your search terms. For example: “*shipping*” and then become more specific if you get too many results.

Apply

Creating a User Account or Sending Your Resume Directly

Many job websites and even company websites require you to create an account. This allows you to save your application, and return at a later time to edit it. You will need an email address and password, and you may need a username as well.

You may want to create a new email account for the purpose of applying and searching for jobs if your present address may not make a suitable impression.

Filling out application forms online

While some job postings ask you to email your resume, many job websites will want you to fill out an online application form.

Make sure to read over the entire form before you start filling it out in case you need to enter information that you may not have with you.

Attaching Your Resume

If the posting requires that you attach your resume separately, either by email or in an online form, you can do so by:

- 1) Clicking the **Attach** or **Browse** button
- 2) Locating the file
- 3) Clicking **Open**

Scanning Supporting Documentation

You may be asked to supply certificates or other documentation to attach to your application.

We have two scanners at the library for use and are happy to provide assistance in using them.

Using Cover letters

You should always include a cover letter with your resume. If you are emailing your resume it is a good idea to include your cover letter as the body of your email.

What you write in the body of the email will make an impression! You may also want to attach a separate cover letter for easy printing, along with your resume.

Confirmation Emails

After you have submitted your resume or application often a confirmation email is sent to the email address that you have provided.

Resources @ the Library

Books:

Check out the books at **650.14** for “job hunting” and **650.142** for resumes. These are located in the Mezzanine. Also, ask about career and job search books in your area of interest - for example, Great Jobs for Art Majors by Blythe Camenson is in the Fine Arts section at **702.3**. We also have many job and employer directories in **R 331** and **331**. The librarians at the Information Desk on the main floor will be happy to help you.

We subscribe to two weekly magazines: Jobs, Jobs, Jobs and Job Pages.

When you are in the Community Computing Centre, you can get help creating resumes and applying online. And make sure to ask at the Information Desk on the main floor ask for assistance in with job search materials and resources.

Online:

Visit our “**Job Search & Careers**” Info by Topic Page, under Research Centre on our website. It includes links to recommended websites for job postings, writing resumes, occupational outlooks, as well as links to help new Canadians looking for jobs.

A couple of good webpages with resume and cover letter advice are:

<http://resume.monster.ca/section1976.asp>

<http://jobsearch.about.com/od/resumes/Resumes.htm>