

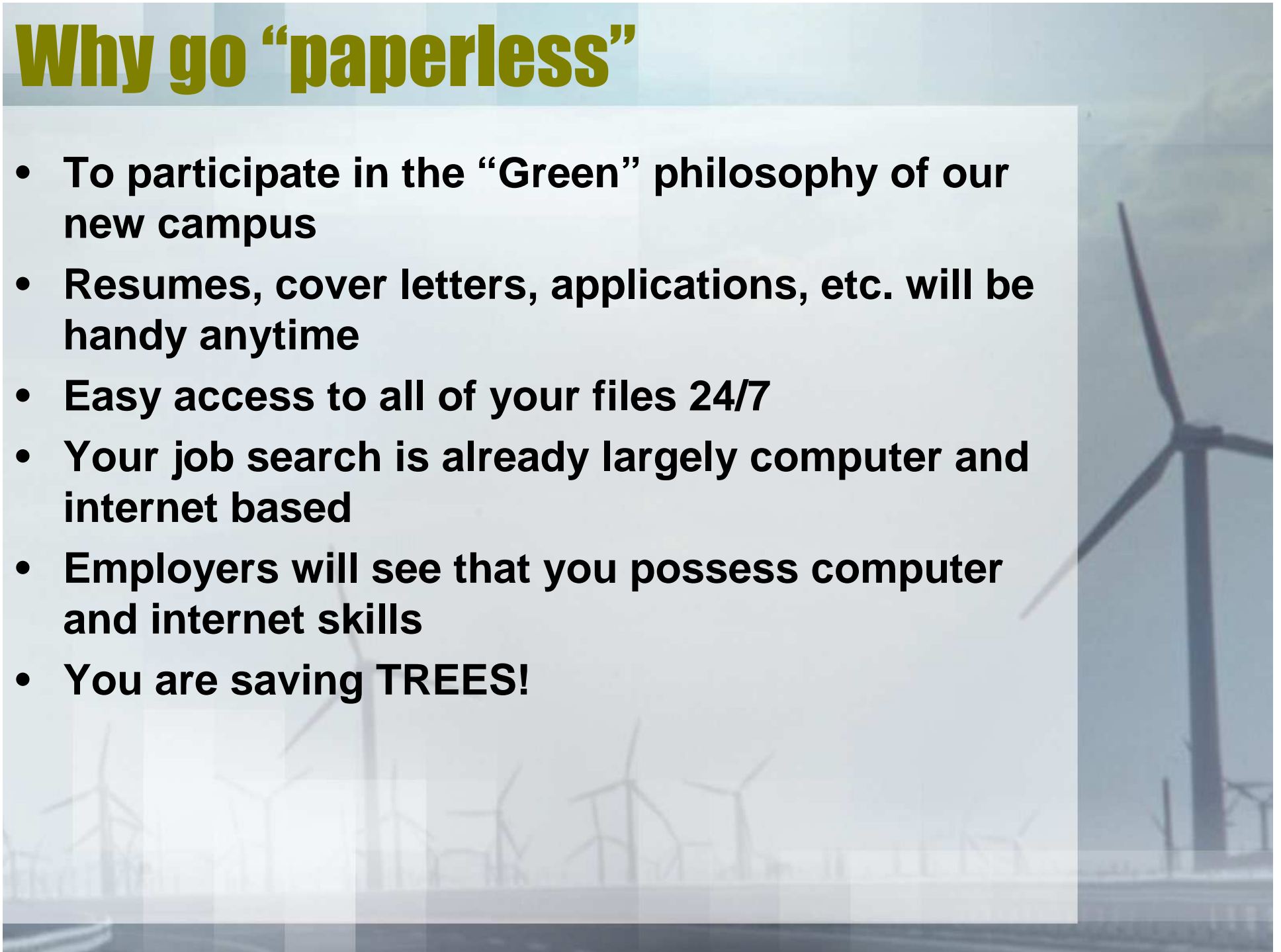
Paperless Job Search

**Presented by Tri-Cities One Stop
Career Center**



Why go “paperless”

- To participate in the “Green” philosophy of our new campus
- Resumes, cover letters, applications, etc. will be handy anytime
- Easy access to all of your files 24/7
- Your job search is already largely computer and internet based
- Employers will see that you possess computer and internet skills
- You are saving TREES!



Steps to Paperless Job Search

- Create an email account
- Create job search documents (Resume, Cover Letter, etc.)
- Use email to receive job alerts and job updates
- Utilize email to revise, send and store documents
- Use email to manage documents
- Access online job search resources

All of these steps can be done 24/7, anywhere there is internet access. It is more convenient, easier to revise your documents. Compared to printing your documents, you can actually edit and save the document in real time.

1. Create an email account

- **Sign-up with Yahoo, Gmail or other email providers**
- **Some useful links:**
 - <https://mail.yahoo.com/>
 - <https://mail.google.com>



2. Create your job search documents

- Utilize the center's computers to create documents
- Attend free workshops (visit <http://www.tricitiesonestop.com/> for more info)
- Name documents according to their purpose to make them easier to find later.
- Use a thumb drive or a flash drive to save your documents
- Manage documents via email



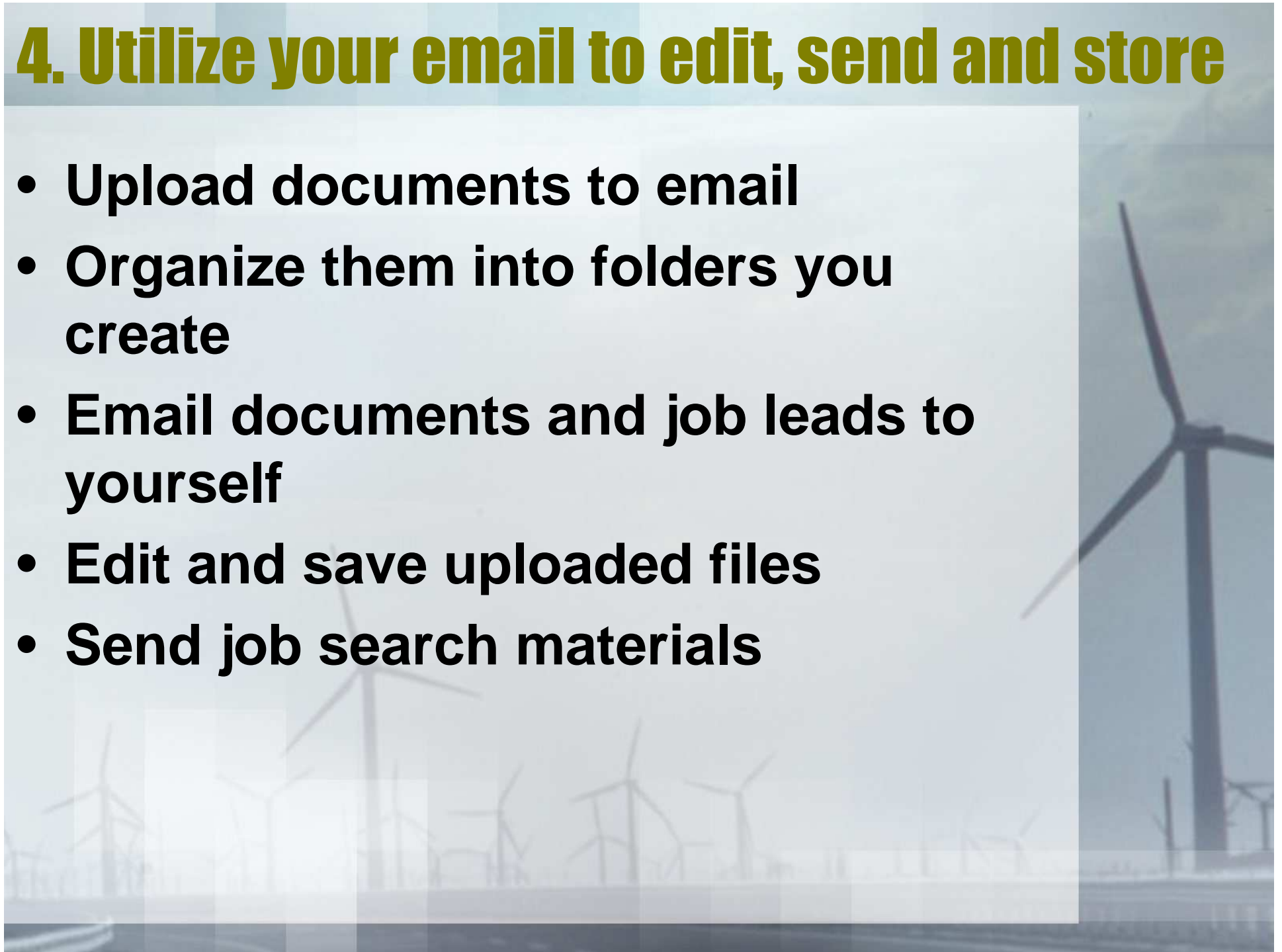
3. Use your email to receive job alerts

- Create accounts with job search engines
 - www.jobfox.com
 - <http://www.indeed.com/my/myjobs>
 - <http://www.simplyhired.com/a/accounts/create-account>
- Sign up for job updates
- Access personalized job alerts
- Respond to openings



4. Utilize your email to edit, send and store

- **Upload documents to email**
- **Organize them into folders you create**
- **Email documents and job leads to yourself**
- **Edit and save uploaded files**
- **Send job search materials**



5. Use your email to manage your job search

- **Organize job search files**
- **Create folders**
 - **Create separate folders**
 - **Resume folder can hold resume files**
 - Other folders can be created inside the “Resume” folder such as “sent resume”, “resume in progress”, etc.
 - Other folders can be created like “Cover Letters, “Applications”, etc.
- **Use the calendar on your email account to manage schedules and set event reminders**



6. Access job search resources online

- Visit job search resources:
 - <http://tricitysonestop.com>
 - <http://eastbayworks.com>
 - [http://www.jobjournal.com/resources_c
at.asp?refid=1](http://www.jobjournal.com/resources_c
at.asp?refid=1)
 - [http://www.jobweb.com/students.aspx?
folderid=110](http://www.jobweb.com/students.aspx?
folderid=110)
 - [http://www.careerbuilder.com/JobSeeker/
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