**Internet Job Searching skills**

1. **Job Centre Plus –** [**www.jobseekers.direct.gov.uk**](http://www.jobseekers.direct.gov.uk)

**[Directgov](http://www.direct.gov.uk/)**

Your first port of call when searching for job vacancies online. Some useful tips when searching on here include

* Alternate between searching for specific job titles e.g. catering assistant and general e.g. all jobs
* Likewise be specific with location e.g. postcode or town but also do a general search e.g. Cheshire. Remember some places that seem far a way are quite accessible by public transport and you might be missing out on these by narrowing the distance travelled.
* When the job listings come up be sure to change how the list is ordered to ***date posted*** and the results per page to ***all****.* This will make it a lot easier to see what new jobs have been added since the last time you checked.
* When you have identified a job you like it will detail how to apply for the job but before you do google the company, find out more about them and hopefully get a contact number. You will have much more of a chance getting a job if you manage to speak to someone before applying.

1. **Other job websites**

Increase your job searching further by registering with other job websites. There are a whole host of general and sector specific websites out there. Some useful starting points include:-

[](http://www.google.co.uk/imgres?q=job+site+logos&um=1&hl=en&sa=N&biw=1280&bih=838&tbm=isch&tbnid=wZXMg_LDtAVK0M:&imgrefurl=http://recruitingunblog.wordpress.com/2011/02/24/trulondon-thinking-locationlocationlocation-jobboard-futures/&docid=2NIruddZOcQc9M&imgurl=http://mailclassified.co.uk/downloads/logos/jobsite_logo.gif&w=1024&h=377&ei=sccmT_bgMozb8gPx-JTUBw&zoom=1)[www.jobsite.co.uk](http://www.jobsite.co.uk)



[www.fish4.co.uk](http://www.fish4.co.uk)



[www.indeed.co.uk](http://www.indeed.co.uk)

[www.totaljobs.co.uk](http://www.totaljobs.co.uk)



[www.reed.co.uk](http://www.reed.co.uk)



[www.monster.co.uk](http://www.monster.co.uk)

For most of these sites you can upload your CV which allows potential employers to come to you. **Remember** When registering you need to be as specific as possible you’ll need to identify the sectors you want to work in e.g. IT and the skills/experience you have to offer e.g. sales. All these websites have their own job searching page too never assume all jobs will be available on the direct.gov website.

1. **Email alerts**

Why spend all that time hunting for jobs when the jobs can come to you! All the websites above offer an email alert function. This is where you put in your search criteria e.g. retail assistant 15 miles around Winsford and all new postings on that website matching those criteria will be emailed directly to you. You can choose daily or weekly updates and you can add as many different searches as you want

*Tip It might be worth setting up a separate email account solely for job hunting that way your private email account won’t be bombarded with job alerts.*

1. **A Company or Organisations own website**

Again, never assume that all jobs will be advertised on job searching websites some organisations and companies might only advertise their vacancies on their own website e.g. B&Q. Research into companies that offer vacancies in your sector some examples include:-

Retail Sector – Tescos, B&Q, Total Sport etc.

IT Sector – Hewlett Packard

Public Sector – Local Councils, Housing Trusts

Security Sector – G4S

For help and support with job searching and finding the right career, visit:

<https://nationalcareers.service.gov.uk/> – offers skills assessments, careers advisors, course identification, job profiles.