

TECH TUTOR

Jobs Searching on Craigslist

kcls.org/techtutor

Job Searching on Craigslist Manual
Rev 6/2014
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kcls.org

Job Searching on Craigslist

The KCLS Tech Tutor Program offers free One-on-One Computer Help and Computer Classes. Go to kcls.org/techtutor for upcoming Tech Tutor sessions, learning online and class manuals.

This manual is for *Job Searching on Craigslist* class held on KCLS computers running Windows 7.

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Signing In to Library Computers

For personal use of library computers, sign in with your library card number and Personal ID number.

For a computer class, sign in with these codes:

627837

1212

Note: Be careful not to type the letter "O" for a zero (0) or the letter "l" for a one (1).

Description and Expectations

Craigslist is a website with local classified ads and forums in over 500 cities. It is mostly free and community based. It has many uses including buying and selling items, finding jobs and apartments, and joining online discussions. Craigslist is organized just like ads in a newspaper. Craigslist is useful, but beware of scams. **Never share financial information over Craigslist** and **only deal locally**.

The purpose of this class is to find jobs on Craigslist. To apply for jobs on Craigslist, **You will need:**

- An email address. Don't have one? See Gmail or Outlook level 1 manuals at kcls.org/techtutor
- A USB drive or other source with your saved resume

Depending on class size and class computers, you may be able to actually apply for jobs in class.

Pros, Cons and Terms of Use

Most of this Information below is regarding buying and selling on Craigslist, however it is helpful to understand these points when using the site. Pros, Cons and Terms of Use used by permission from the Community Workshop Series (<http://www.lib.unc.edu/cws/> for more information and tutorials).

The Pros:

- You can view classified ads as they are created without waiting for a newspaper to be printed.
- You can search for goods and services by community.
- You do not need a Craigslist account to purchase goods or services.
- Craigslist does not post pop-up ads.
- Craigslist does not share your information with third parties.
- Email anonymity—you're not required to post your email in order for people to contact you.

The Cons:

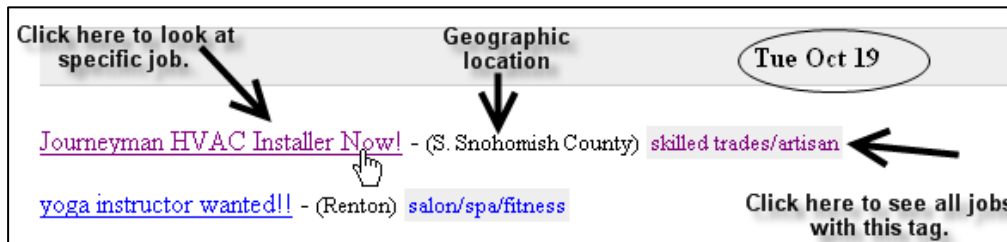
- You are responsible for your postings and interactions—Craigslist has no responsibility.
- Craigslist not involved in transactions. Disputes must be addressed to Federal Trade Commission.
- Craigslist can be anonymous and you probably won't know exactly with whom you are dealing.

Terms of Use:

- The terms of use for Craigslist include acknowledging that by using the service, you agree to the terms of use.
- Craigslist can change their terms of use at any time without telling you.

Search for Jobs

1. Open the Internet, and type **www.craigslist.org** in the website address line.
2. You will likely see Seattle-Tacoma at the top of the homepage, but you may have to choose a city. If you want to look at other cities, see the list on the right side of the screen.
3. The "jobs" category includes specific types of jobs. Click a specific type, like "customer service" or just click "jobs" for complete list.
4. Jobs are listed by date, with the newest appearing on the top.
5. Before clicking on a specific job listing, notice the title of the job, geographic location and tags. (See example below.)



Respond to Ads by Email

The following is taken directly from the Craigslist help section:

(http://www.craigslist.org/about/help/replying_to_posts)

Most posts display an email address in the upper left corner below the title and date. It is formatted in one of two ways:

- A regular email address, such as *janedoe@gmail.com* (replies are sent directly to the poster's email).
- An anonymous craigslist email address, such as *sale-abcde-1234567890@craigslist.org* (replies are forwarded by craigslist to the poster's actual email address).

To reply, you can either:

- Copy the address (right-click the address, select "Copy Email Address") and paste into your email.
- Write down the address to enter to send an email later.
- Be sure to include the title posting in the email, unless the description tells you include a job number or some other information (for example, Journeyman HVAC installer).

Responding to Ads by Clicking Links

Some companies want you to apply through their website. If a link is provided, follow the directions to start application process. This usually requires that you create a username and password. For example:

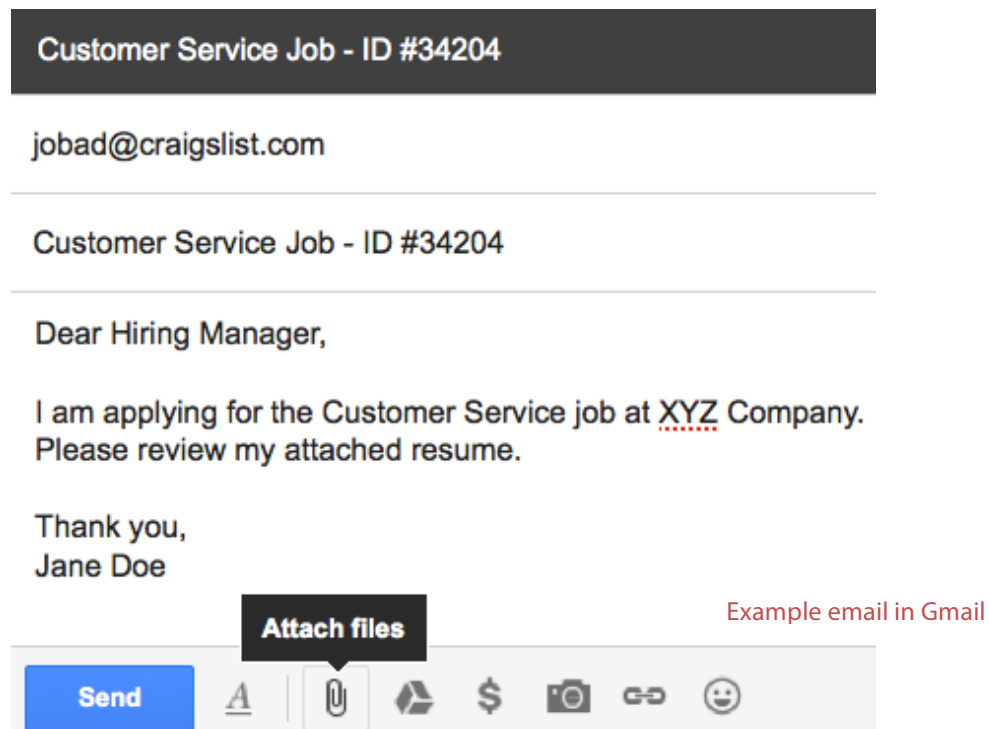
1. This job asks that you apply at **http://about.nordstrom.com/careers/** using a specific Job ID.
2. Click the address to link to the website.
3. Each website is different; once you are there you have to figure out how to get started. Look for more links to click on, like “Search Current Openings” or “Available Jobs.”
4. Fill out the appropriate information to search for jobs (e.g. Job ID number).

Attaching Your Resume to an Email

Compose a new email and enter the email address provided in the job ad.

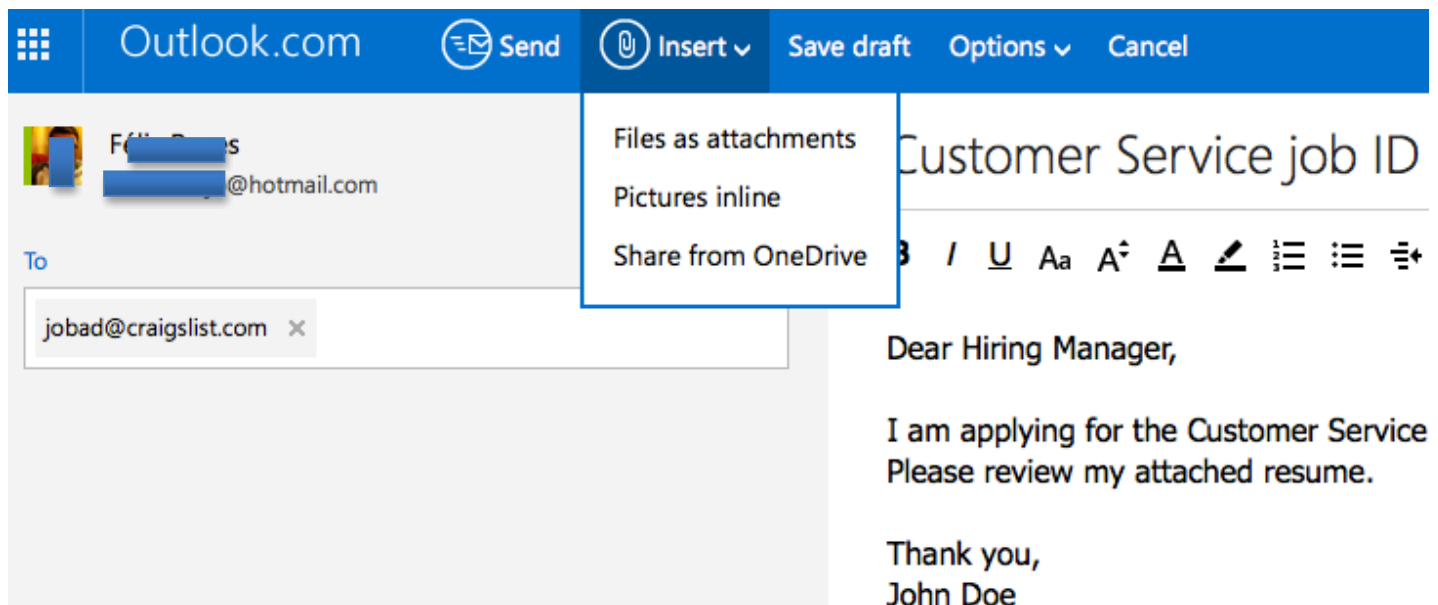
Gmail

1. Give a descriptive **Subject**.
2. Describe what you are sending and why in the body of the message—“Please see attached resume...”
3. Click **Attach a file**.
4. Choose the file you want to send by clicking on **Browse**.
 - TIP-** If you are using library computers, you will have to choose a file from a USB drive, or email (cloud) storage.
5. Choose the location where the file is saved.
6. Select the file and click on **Open**.
7. Click **Send**.



Outlook.com

1. Give a descriptive **Subject**.
2. Describe what you're sending and why in the body of the message: "Here is a copy of my resume..."
3. Click **Attach a file**.
4. Choose the file you want to send by clicking on **Browse**.
 - TIP-** If you are using library computers, you will have to choose a file from a personal storage device (e.g. a USB drive, CD, or from the Internet).
5. Choose the location where the file is saved.
6. Select the file and click on **Open**.
7. Click **Send**.



Example email in Outlook.com

Tips for Job Searching Online

Open multiple tabs on the Internet browser. It may be helpful for you to keep your email open in a separate tab while performing job searches on Craigslist. This way you can send emails without losing your place while you search. Look at resume templates:

- Microsoft Word provides several templates for creating resumes. To access templates, open a Word document, Click the **File Tab**, then click **Resume**. All the templates currently installed on your computer will be listed.
- Highlight the template you will use; click **Create**. A new file will open.
- Using templates can make formatting tricky, so be aware that it might cause issues if you try to copy and paste.
- Contemporary resume example below (adapted from Microsoft.com).

Deborah Greer

Objective	[Click here and type your objective]	
Experience	1990–1994	Arbor Shoes South Ridge, WA
	National Sales Manager	
	<ul style="list-style-type: none">• Increased sales from \$50 million to \$100 million.• Doubled sales per representative from \$5 million to \$10 million.• Suggested new products that increased earnings by 23%.	
	1985–1990	Ferguson and Bardwell South Ridge, WA
	District Sales Manager	
	<ul style="list-style-type: none">• Increased regional sales from \$25 million to \$350 million.• Managed 250 sales representatives in 10 Western states.• Implemented training course for new recruits — speeding profitability.	
	1971–1975	South Ridge State University South Ridge, WA
	<ul style="list-style-type: none">• B.A., Business Administration and Computer Science.• Graduated <i>summa cum laude</i>.	
	South Ridge Board of Directors, running, gardening, carpentry, computers.	
Education	Select text you would like to replace, and type your information.	

More Computer Learning from KCLS

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Please visit kcls.org/usingthelibrary/computers/ to learn more about using KCLS library computers.

—END—