

STUDENT ACTIVITY**Chapter 2****Internet Connection
Career Research****EXPLORE**

Sometimes you don't know what you want until you see it! Exciting careers may exist in fields that you have never considered.

DIRECTIONS

Find an online job listing Web site. Complete the worksheet below and answer the questions that follow.

Keywords: _____

NET RESULTS

Web site name and address

What major areas of the site interest you?

List five job categories that sound interesting to you that you had never considered before.

Select one job listing of interest to you. What information is provided about the job?

List three resources that the site offers to job seekers.

List three tips the site offers on how to prepare a résumé.

CRITICAL THINKING QUESTIONS

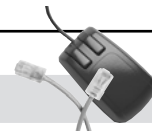


1. How do you think employers respond to a résumé that is received via e-mail versus a résumé routed through traditional mail? Explain your position.

2. If you were an employer with a job opening, what types of information would you list in an online listing for potential employees? How would you request that résumés be sent to you? Would you list the salary of the position? Why or why not?

3. Many career Web sites offer applicants the option to post their résumés online. What do you think about this practice? Are there privacy issues that concern you? Why or why not?

EXTENSION EXERCISE



Using the job listing you located in the exercise above, create a cover letter that would accompany your résumé if you were to apply for this position. Complete the following steps.

- Review the job listing.
- Make note of the company address and contact person.
- Use word processing software to create the cover letter. Use your imagination! Assume that you have experience or education that would help you land the job. Include personal skills or accomplishments that you feel the employer would find of interest.

