



Australian Government

# Internet techniques

## futuredirections

You will need information from many sources during your job search. This worksheet provides tips to help you get information from the Internet.

### Introduction

Much of the information you need for planning your career and getting a job is available on the Internet. In addition, communication with potential employers and with network contacts can be made easier if you have e-mail. Use the Internet to get appropriate information and for your goal of getting a job.

### Where can you access the Internet?

If you do not have access to the Internet at school, home or work, you can try at the following places:

- public libraries
- Internet cafes
- Job Network members
- Centrelink
- community centres.

You may have to book ahead to get time on a computer at some of these places.

### How to search on the Internet

It might be worth planning a number of sessions rather than trying to do it all at once.

If your only access to the Internet is at your local library, remember that you may have to book ahead to get time on a computer. The process may not be as quick as you think, so allow several hours for a session.

Be aware that there is a large amount of information available on the Internet, so you need to carefully assess the information you find.

The quickest way to find out about education, training and employment opportunities in Australia is to go to The Facts section of myfuture, the national online careers information service which contains a lot of information about the labour market. Type '[www.myfuture.edu.au](http://www.myfuture.edu.au)' in the address line of your browser window.

When searching on the web you need to know that:

- not all industries or specific occupations will be there
- information from other countries might not be relevant to Australia
- you need to check that information is current and up to date
- you need to use several search engines to get a range of sites
- Commonwealth, state/territory and local government websites provide an excellent starting point for initial exploration of industries.

To carry out more advanced searches within websites select the 'search' button and type in the significant words that relate to the topic you are investigating. 'Key search words' are significant words that relate to the topic you are investigating. If they are too broad you will get so much information that it will take a lot of time to sort through (eg 'vacant positions' will not be very helpful, but 'childcare worker positions' might be).

Industries and organisations can have their own particular terms and descriptions, especially for job descriptions. When researching industries or jobs, try to use the industry-specific terms.

Use the exercise below to start your research.

### USING SEARCH ENGINES

Try these search engines or others that you know and, using the same key search words, compare the results to discover which search engine gives you the best results.

- [www.yahoo.com](http://www.yahoo.com)
- [www.google.com](http://www.google.com)
- [www.excite.com](http://www.excite.com)
- [www.goekureka.com.au.com](http://www.goekureka.com.au.com)

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## How to apply online

### Response letters

You may want to use an online letter to respond to job advertisements on the Internet, in a newspaper or on a computer at Centrelink.

You need to consider the following features of an e-mailed letter when preparing your response:

- The letter is briefer, but still includes the top two or three of your 'selling points'.
- Short paragraphs or bullet style format is common.
- The letter should be easy to read, direct and to the point.
- The title of the position you are applying for goes in the 'Subject' line of the e-mail.
- Don't put the full mailing address of the person you are sending it to in an e-mail. Use the salutation line only (eg 'Dear Mr Jones').
- Remember that writing in all upper case in an e-mail is seen to be a form of yelling.
- Don't use bold type or italics.

For more help in writing a response, (see **Worksheet 6 Write a cover letter.**)

### Resumes

Your resume can also be sent via e-mail as an 'attachment' to your e-mailed cover letter.

It can be prepared as a 'pdf' (portable document format) so it cannot be changed by anyone.

However, some organisations are wary of receiving unknown attachments which may contain viruses, so contact the receiver first to let them know what you are sending.

Advice about preparing a resume is in (see **Worksheet 7 Write a resume.**)

### Electronic portfolios

A portfolio is a personal collection of materials to add to your job search strategy. Your portfolio includes all the relevant materials in one place and includes:

- how you perform on the job or in the classroom
- a record of your training and professional development
- your personal reflections of you as a professional person or student

- evidence of what you have achieved; for example, certificates and awards
- how you are developing new skills.

Electronic portfolios are interactive multimedia portfolios incorporating text, graphics, animation, sound and video. These portfolios can be saved on a computer hard drive, floppy disk, Zip disk, CD or on the Internet.

Electronic portfolios allow you to choose a range of materials using a variety of media and software including:

- HTML pages
- digital video and images
- CD-ROMs
- audio files
- slideshows.

You can include as much information as you like and let the employer choose what they will look at, for how long and when and where they will look at it.

The format of your electronic portfolio can be:

- linear where the reader views information one slide after another
- non-linear where the reader chooses what and how they access your information through the use of hyperlinks, content pages and buttons.

### Equipment needed

- A computer which has audiovisual capacity and a reasonable amount of RAM.
- A colour flat bed scanner.
- A digital camera.
- Multimedia software such as HyperStudio or PowerPoint (both are flexible and easy to learn to use).
- A web authoring program so that once the portfolio is completed it can be uploaded to the Internet.

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## Planning an electronic portfolio

Create a storyboard or a flowchart to organise your information and how the user will navigate through the information. Connect your information by using hyperlinks and write headings and a short narrative for each section. The design of your electronic portfolio should be very professional, and not 'homemade' looking.

Decide on:

- the information that you are going to include: text, sounds, scanned images, pictures and video
- the background and buttons you will use.

If you put your portfolio online you need to consider the following issues:

- confidentiality and privacy
- the type and amount of personal information you display
- making your site password-protected (give the password to only carefully chosen employers).

## Useful Internet connections

You will get a lot of useful information from the websites listed below.

- [www.myfuture.edu.au](http://www.myfuture.edu.au) (national online careers information service)
- [jpp.dest.gov.au](http://jpp.dest.gov.au) (Jobs Pathway Programme helps young people make the transition through school and from school to further education, training or employment)
- [www.resume.monster.com.au](http://www.resume.monster.com.au) (examples of resumes)
- [www.workplace.gov.au](http://www.workplace.gov.au) (Australian WorkPlace site with information on employment, government assistance, jobs, careers, training and working conditions)
- [www.aacc.org.au](http://www.aacc.org.au) (Australian Association of Career Counsellors which is a national organisation of practitioners who provide careers services for people entering the workforce)

- [www.anta.gov.au/lnk4tabs.asp](http://www.anta.gov.au/lnk4tabs.asp) (Industry Training Advisory Boards site)
- [www.aqf.edu.au/schools.htm](http://www.aqf.edu.au/schools.htm) (the Australian Qualifications Framework site)
- [www.centrelink.gov.au](http://www.centrelink.gov.au) (Centrelink site providing information and links to many services)
- [www.defence.gov.au](http://www.defence.gov.au) (Australian Defence Forces site)
- [www.ferris.edu/HTMLS/OTHERSRV/Placement/portbuild.htm](http://www.ferris.edu/HTMLS/OTHERSRV/Placement/portbuild.htm) (ideas for putting together a career portfolio)
- [www.gov.au](http://www.gov.au) (Australian Commonwealth, state and territory government gateway)
- [www.jobnetwork.gov.au](http://www.jobnetwork.gov.au) (Job Network site providing links to services)
- [www.jobnetwork.gov.au/aboutjn.asp](http://www.jobnetwork.gov.au/aboutjn.asp) (more information about Job Network members and services)
- [www.jobsearch.gov.au](http://www.jobsearch.gov.au) (Centrelink touchscreen information)
- [www.newapprenticeships.gov.au](http://www.newapprenticeships.gov.au) (the New Apprenticeships website providing information on how the system works, the benefits and where to get more information including in languages other than English)
- [www.nla.gov.au/libraries/resource/ref.html](http://www.nla.gov.au/libraries/resource/ref.html) (Australian National Library's gateway)
- [www.psgazetteonline.gov.au](http://www.psgazetteonline.gov.au) (Australian Public Service Gazette online)
- [www.electrotecfutures.com.au](http://www.electrotecfutures.com.au) (career information about the electrotechnology industry)
- [www.aigroup.asn.au/aig\\_web\\_html/index.html](http://www.aigroup.asn.au/aig_web_html/index.html) (career information about the manufacturing industry)
- [www.ruralskills.com.au](http://www.ruralskills.com.au) (rural career information)
- [www.autocareers.com.au/entry.html](http://www.autocareers.com.au/entry.html) (career information in the retail automotive industry)

You may like to use the worksheet on the next page to keep track of your Internet research.

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## I N T E R N E T   R E S E A R C H   S U M M A R Y

DATE	INTERNET ADDRESS	WHAT THE SITE IS ABOUT	WHAT I FOUND OUT

### Copyright Notice

This worksheet is one of a series which supplements the booklet, *Getting A Job – future directions*.

The worksheets and the booklet can be downloaded from the DEST website at [www.dest.gov.au/schools/careers/ciproducts.htm](http://www.dest.gov.au/schools/careers/ciproducts.htm).

Further information about careers and job searching is available on the Australian online careers site, myfuture, at [www.myfuture.edu.au](http://www.myfuture.edu.au).

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