

## **Finding a Job through Craigslist**

**Step 1** – Google craigslist.org

**Step 2** – Click on US

**Step 3** – Click on your state and city

**Step 4** – Click “my account” in left top corner

- 1) If you do not have an account, you will need to set one up
  - a) Go to “Create Craigslist Account” and type in your e-mail address
  - b) An e-mail will be sent to your e-mail account; open that e-mail and follow the directions
- 2) If you have an e-mail account set up
  - a) Enter your email and password

**Step 5** – Within the job category click on the area for which you are looking. Once you find it, click it.

**Step 6** – Follow steps on applying based upon the posting instructions and/or click on “reply” which will send an e-mail to the prospective employer

## **Job Searching through Monster.com**

**Step 1** – Google [www.monster.com](http://www.monster.com)

**Step 2** – Sign up for a Monster account with your e-mail address

1. If you have an account, then go to Step 3
2. If you do not have an account, click “sign up” in the right corner next to “Don’t have a Monster Account” and follow the directions (make sure you remember your password)

**Step 3** – Enter job title, any skills/keywords, and either city or zip to help with search

1. Add your resume (if you have one)
  - i) Select browse and download

**Step 4** – You may click on “Advanced Search” or “Sort by Relevance”

1. For an “Advanced Search”, click and fill in the areas then click “Search for Job”
2. For “Sort by Relevance”, click and choose either relevance, date, or distance/radius and then click “Search for Job”

**Step 5** – Click on jobs for which you are interested in applying

**Step 6** – If interested in applying, click “Apply” and follow the instructions per the job posting.