

Find Job Leads and Apply for Jobs

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Illinois workNet has helpful tools for your job search.

- Go to www.illinoisworknet.com.
- Click on [Log in to My Illinois workNet](#) account.
- Type in your workNet username and password.
- Click on [Jobs](#).
- Click on [Organize Yourself](#) (on the left menu). You'll find a [Personal Information Worksheet](#) and a [Job Search Record](#). Fill these out.



Have this information ready for your job search.

- **Resume:** Your resume will need to be customized for the job.
- **Personal Information:** copies of photo ID, birth certificate, and Social Security Card.
- **Experience:** copies of awards, certificates, and recognitions for your work experience.
- **Education:** copies of diplomas, certificates, transcripts, and licenses.
- A list of your plans and goals for your career.

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Search for open job leads.

Never put your Social Security Number on your Resume!



Using proven strategies for getting job leads will help you make the best use of your time. Here are three good strategies to use together.

Click on the Jobs page, use the following tools.

- **Networking**
 - Click on [Professional Networking](#) to learn how to network in person and online to find job leads.
- **Job boards, search engines, and job matching.**
 - Click on [CareerBuilder](#) to use an online job board to find job openings in Illinois' Key Sectors.
 - Click on [Job Search](#).
 - Enter your ZIP code to find local job boards and job postings directly in Illinois workNet.
 - Click on [Illinois workNet Job Search Tool](#). This is a job search engine that pulls job opening from job boards, newspapers, recruiting sites, and more. You can search by keyword and location.
 - Click on [Illinois Skills Match](#) for an online program that matches your skills with the skills needed for an open job position.
- **Call Employers** to see if they are hiring or accepting applications and resumes.
 - Click on [potential employers](#) to find employers in your area.

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Apply for jobs.

- Click on [Jobs](#).
- Click on [Apply for a Job](#).
- Review the ways to apply for a job.
- Review the tips for applying for a job and organizing your job search.
- Review the next steps if you are not getting an interview.

Use the [Job Search Record](#) sheet to keep track of where, when, and how you applied for the job.



Why You Should Search for Jobs Online

Many people don't realize that you can find a job by doing an online search. You will find many more jobs online than in the newspaper. Job boards and job search engines post thousands of job openings daily on the Internet. You can search for jobs by location, employer, occupation, or industry.

Newspapers have a limited number of want ads. Because employers pay for every word in a want ad, only a few job details are listed in most printed advertisements. Higher cost and less information means there is less incentive for employers to place jobs openings in the newspaper. You can find a digital version of local newspapers online - in almost any city you choose. If you are willing to relocate, you can even look for jobs in other cities by searching the online help wanted sections in that town's newspaper. In general however, more people have access to the internet than read a newspaper.

Online job postings will generally provide a lot of information about the job. You can search online for:

- A specific job,
- Details about what you would be doing in that job,
- Jobs in a specific city or town,
- Jobs in a specific occupation and/or industry,
- How many miles you have to travel and even how to get there, and
- The skills the employer is looking for in a candidate.

Apply online for a job, and have a direct way to communicate with that employer. If required, setting up an account on the employer website, you can find out about future job postings too!

Having a resume to email to an employer will making applying for a job simple. Use the **Resume Builder** on Illinois workNet[™] so you have a resume that can be printed or easily emailed or uploaded to an employer.

Since being able to use a computer is important for most jobs, doing a job search and applying for a job online shows an employer that you have computer skills and can communicate effectively online.