

connect

Networth



The Internet makes job hunting easier and much more efficient, with benefit to both employers and potential employees. How can you make the most of this opportunity?

**Monday:** Spot job ad in newspaper.

**Tuesday:** Realise you have run out of copies of your resumé.

**Wednesday:** Retype resumé and put in envelope. Realise you have run out of stamps.

**Thursday:** Forget to buy stamps. Realise you have run out of patience.

**Friday:** Buy stamps. Forget to take the application along. Shrug.

**Saturday:** Mail the application—finally!

On the seventh day, you sit back and relax. And pray that a response comes in by the end of the week... or two weeks... Oh, might as well be generous and give them a month, what with the state of our

postal system and all.

But all this was in the pre-Internet era.

It was the Information Technology companies that first started headhunting on the Web. The positions advertised were generally for software engineers, programmers and other denizens of geekdom for whom the Net was readily

accessible. All this changed in the mid-nineties, when the Internet suddenly became, as it were, public domain.

Suddenly, every company worth its corporate logo was on the Web bandwagon—including Indian companies. Besides, job consultants in India have now begun recruiting through the Internet. The Web sites of many multinational companies often advertise available vacancies, and encourage potential candidates to leave their resumé.

### The online employee

If you are unemployed, or scouting around for better prospects, the Internet is the ideal medium to cast your net wide. On the Net, you can visit the Web sites of companies to look for advertised vacancies. Alternatively, you can visit the Web sites of online recruitment agents and search for vacancies advertised there.

Apart from much greater interactivity with the employer, the Internet also gives the job hunter a larger forum to advertise himself. Letting a prospective employer in Silicon Valley (say, Sun Microsystems) know of your presence would have been very difficult and expensive a few years

## RESUMÉ CHECKLIST

**Contact information:** Full name, permanent address, telephone number and e-mail

**Objective:** A brief statement indicating the kind of position you prefer. Avoid pomposity at any cost

**Education:** In reverse chronological order, list names of institutions, degrees, year of graduation, areas of concentration, academic honours and awards, certificates

**Work experience:** Include paid and non-paid experiences (full-time, part-time, trainee) with job title, company name, location and dates of employment, plus some description of duties

**Extracurricular activities:** Describe your participation in extracurricular activities in school and college, depending on

the extent of your involvement

**Skills and abilities:** List any special skills not already identified in your resumé, such as knowledge of foreign languages, proficiency in computers and word-processing, written and oral communication skills even creative and musical talents

**Social service:** Include your involvement in any volunteer organisations and list details of any social work done

**Hobbies:** This is where you tell them about your Turkmenistan stamp collection or your passion for D'Xing. Just make sure that your list does not get too large and overshadow your work experience or education!

**Travel:** If you have travelled widely, you can briefly list your study and living expe-

ago. Today, it is the easiest thing in the world to do. Whether Sun will deign to look at your resumé is a different matter.

### Getting down to it

Your resumé must be a summary of your experience, knowledge and accomplish-

ments. Avoid verbosity and empty blather. This will ensure that your resumé comes across as crisp and clean—just what employers look for. Much as it may pain you to strike out any reference to that spelling contest you won in primary school, steel yourself and do it. Make sure that you do not forget to include key infor-



mation. (See box 'Resumé Checklist')

Before you can write an effective resumé, it is essential that you take a good hard look at yourself and assess your needs, strengths, skills and goals.

1 What do you really want to do?

1 What are your interests?

1 What skills do you have?

1 Why are you writing this resumé?

1 Who will be reading this resumé?

Once you are clear why you are applying for a job, you will have no difficulty in preparing a resumé that is comprehensive, comprehensible and leaves nothing unsaid.

**Sites to check out**

[www.naukri.com](http://www.naukri.com)

Naukri claims to be a one-stop information clearing house for jobs for Indians. The site is spartan and purely functional, with little to commend it in the way of design elements. You can advertise or search for a job, browse through (or place) resúmes, visit employers' home pages and go to other career sites. Naukri has thousands of live jobs

listed by category, and the database is updated twice every week.

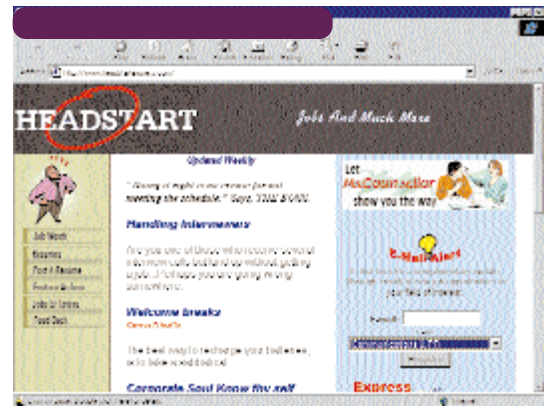
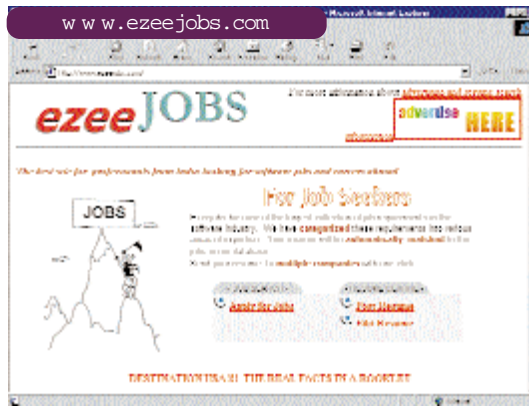
[www.ezeejobs.com](http://www.ezeejobs.com)

Ezeejobs has one of the largest collection of job requirements in the software industry, which have been categorised into various areas of expertise. Apart from submitting your resumé, you can also discuss software industry happenings,

download advice and tips on getting jobs, get inside information about available jobs, or just chat about the job and career scene at Chip-Chat, the online discussion group.

[www.winjobs.com](http://www.winjobs.com)

This well-designed site contains a wealth of information and oodles of links, though the tone is heavily IT-oriented.



# 5 tips to a great resumé

An electronic resumé that you can e-mail to potential employers and put up on electronic job bulletin boards is your most powerful Internet job-hunting tool. Naturally, it calls for careful preparation.

**1. Be precise** A good resumé conveys exactly what you mean, in the least number of words possible. Avoid irrelevant details such as sex, marital status, race, religion, father's job and so forth. Many employers appreciate an introductory paragraph, not a

covering letter, to accompany your electronic resumé.

**2. Stick to ASCII** During your online job search, you may discover that employers are very particular about what format they want your resumé to be in. Most prefer ASCII text. Avoid sending attachments; the person may not have the required software to view your resumé. Moreover, with Word macro viruses becoming a very real threat, many people simply delete any mail that carries an attachment. Plain text is therefore your best bet.

**3. Maintain secrecy** To prevent anyone

with Web access from viewing your private information, post your resumé only on password-protected sites and confidential resumé databases.

**4. Format at your own risk** Practise sending your e-resumé to yourself a few times. You can confirm if all the formatting you have painstakingly applied remains intact. Some characters (such as the accented ø in resumé) may not be viewable in many e-mail programmes.

**5. Aaj ka Taaza Resumé** Headhunters and employers look for fresh resúmes, that is, those that are less than 30 days



That the average Indian IT professional looks towards the US is evident in such links as 'Visa News', and in the cover story itself. To enjoy all the benefits, you have to register (for free). Also included are 'hot tips' for interviews, resumés and so on. The Visitor's Gallery lets you upload original articles. Apparently the site is updated only once a month.

[www.headstartexpress.com](http://www.headstartexpress.com)

'Jobs and much more!' screams this site from the Indian Express group. If you are worried about your career, Ms Counsellor is at hand to offer advice.

You can sign up for a free update (through e-mail) of new job opportunities in your field of interest. The site, which is updated every week, carries half a dozen well-written articles on topics ranging from how to handle interviewers to relieving stress through vipassana.

[www.timesjobsandcares.com](http://www.timesjobsandcares.com)

This recruitment site from the Times of India group invites employers to 'register and delve into its large repository of resumés'. Non-IT jobs are also listed, and there is a link to international jobs. The section called 'Management Mantras' lists careers, companies, human resources and more. You can share your views about job prospects and experiences at work and get feedback from others, and probably feel part of an online job-hunting community!

[www.ciol.com/careers](http://www.ciol.com/careers)

Cyber India Online, the Web division of Cyber Media India Ltd, has an extensive database that lists over 1000 jobs. The 'Newsroom' brings you the latest in Indian IT, and 'Cyber Radio' claims to be the voice of the Indian Infotech industry. There are also many articles that may be of help to the job seeker, such as how to master the art of telephone interviews, negotiate for the salary you want etc. You can search for jobs by keywords.

[www.careersandbusiness.com](http://www.careersandbusiness.com)

"We live in a competitive world. Our education has become obsolete and we need to learn new things, get exposed to new things and gain experience. We should not be fazed by competition." This lofty proclamation is from the Careers section of [careersandbusiness.com](http://careersandbusiness.com), a site that boasts of a jobs database, a resumé database and even a model database. With news, analyses, personal home pages, and even a list of books, this site is worth visiting. The usability of the site is, however, let down by a profusion of dead

## LOST IN CYBERSPACE?

What happens to your resumé after you click OK? Does it actually reach its intended destination, or get lost in cyberspace limbo somewhere? After all, a thank you page is the only reassurance you get!

To put all these niggling doubts to rest, winjobs.com explains the procedure in the form of the following algorithm.

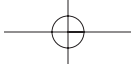
- 1 User clicks on the Submit Your CV link at the bottom of the page
- 1 User fills up the form with relevant details: name, e-mail, skill-set, experience and resumé to be uploaded
- 1 The browser submits all the details to `cvf_mail.cgi` available at `www.winjobs.com/cgi-bin/winjobs/ads/`
- 1 The program confirms that the user has actually submitted data and not submitted a blank form. It even verifies whether the e-mail address looks genuine enough!
- 1 The program encodes the file that the user has uploaded
- 1 E-mail address of the client is read from the database
- 1 User-encoded resumé, along with user-submitted details are sent as part of the e-mail to the client
- 1 A thank-you message is sent back

links or 'pages under construction', as they are euphemistically called.

Apart from the India-specific sites highlighted in this article, many other sites on the Net are devoted to online recruitment, many of which are US-oriented. You could check them out if you have the required qualifications and don't mind going abroad. So get ready to shoot off that resumé—you probably won't have to remain

## SITES TO VISIT

[www.careemosaic.com](http://www.careemosaic.com)  
[www.overseasjobs.com](http://www.overseasjobs.com)  
[www.careerpath.com](http://www.careerpath.com)  
[www.jobweb.org](http://www.jobweb.org)  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.job-site.com](http://www.job-site.com)  
[www.getajob.com](http://www.getajob.com)  
[www.resumenet.com](http://www.resumenet.com)



**connect**

**Networth**

jobless in cyberspace for very long!

HARIKRISHNAN MENON 

