

# 10 tips to apply for job online and platforms to use

Many employers post jobs online to get the top talents for the company. It is important to know how to apply for a job on the internet. Knowing how and where to search for jobs will help you to find a job that suits your qualifications. Though each process is different, still fundamentals are the same.

Below are some tips to apply for a job online.

- **Update your resume**

Before you start looking for a job online, update your resume, and make a cover letter with it. Your resume must include your details like contact information, your full employment history, and the skills you are master at.

Some sites will ask you to upload your resume in word or pdf format while on other sites you need to copy and paste your resume into an online profile. It may ask you to use a resume builder on their sites which are incorporated into the job application system.

- **Update your profile on full networking platforms**

Some recruiters and companies look at your profile on professional networking platforms like Indeed, LinkedIn, Naukri.com, etc. Update your profile timely to make sure that you don't have any images or posts that hinder the hiring process. If you have a professional website that contains the samples of your work, mention its link in your resume.

- **Use Job Search Keywords**

The most effective way to search for jobs online is to use job-related keywords. Use a job-title, job-description, location, contact information, etc to create a job search. For

example, if you are searching for a marketing manager job, you can search using the keyword “marketing”, adding the location where you want to work, type of position, and industry in which you want to work in.

- **Use platforms**

Many companies post their jobs on job search websites apart from the companies’ websites. You can search the jobs using websites like Indeed, Monster, Glassdoor, LinkedIn, and many more.

If you know the organization you want to work with, you can directly apply for a job at the company’s website. It has one advantage over other platforms that your application directly goes into ATS (Application Tracking System) and you can check the status as many times as you want.

- **You have to be selective**

You must understand the job requirements and apply only if you have the required skills. It is better only to apply for the jobs that match your goals and skill set. Since it requires time to fill each application, you must be selective to save your time for other applications.

- **Make a separate cover letter for each application**

Your cover letter highlights the qualifications you have for a job. It must include your skills and achievements. Mention how you would use your former knowledge in the position, give examples of how you have helped your former employers.

- **Complete the online job application**

To apply for jobs online, you have to register on the job search and companies’ websites. Create an account by choosing a login name and password. To make it simple, you can use your email address as your login name. Add your resume to this account.

- Attach a resume file by uploading it from a USB file or computer to the website
- Copy and paste the resume into the fields on the application
- Enter your work history into the given fields manually
- **Responses must be error-free**

Make sure that your content does not contain any grammatical errors increasing your chances of getting an interview. The information you give in the application must be honest and accurate to avoid misunderstanding.

Sometimes, you need to complete employment tests that evaluate your skills and personality to determine if you are a good fit for the company.

- **Track your job application**

Call or email someone you know in the company to check the status of your application

It is usually acceptable to track your job application for a week. Some hiring managers evaluate all applications at once which may take a month. You can try following up after that month.

- **Keep applying at other companies**

Finding a new job takes time. Continue networking online and offline. Your network can help you discover unadvertised jobs. Be confident in taking the support from your family and friends and keep applying.

Here are the top 10 job search websites that can help you efficiently find a job :

- **Indeed**

Indeed is the largest and all-in-one job website in the world but it is not only big but its service is unique in its own

way. It posts jobs for every industry and is 100% free for job seekers.

- **Monster**

Monster caters jobs from all experience levels from freelance, temp, part-time, to full-time jobs and its job search tools are free to use.

- **Glassdoor**

One of the best platforms for employer insights is Glassdoor. It possesses one million employers in its database, 10 million job listings, and 60 million company reviews. Job seekers can search for open jobs and read detailed information about each company's culture, CEO, and salary data.

- **FlexJobs**

FlexJobs has become the largest site for remote jobs with nearly 25000 active listings and over 5000 companies across the world.

- **The Ladders**

Founded in 2003, The Ladders now called the "home of 100K careers". It focuses on providing job listings for the position that pays at least \$100000 per year. The Ladders is the best site for experienced managers as it connects job-seekers to highest-pay opportunities. Some listings are free to apply while others are premium.

- **AngelList**

Trusted by over 100000 startups of all sizes, it is considered one of the best platforms for startup jobs. It has an unmatched level of transparency in providing job seekers with salary ranges and equity options and allowing them to directly reach out to hiring managers.

- **LinkedIn**

Launched in 2003, LinkedIn is now one of the largest networking platforms connecting job seekers to recruiters directly. The LinkedIn profile serves as a digital resume and portfolio for recruiters. It is free to create a LinkedIn profile and browse opportunities. Recruiters may message you directly to apply for specific opportunities.

- **LinkUp**

LinkUp adds updated job listings including education, healthcare, finance, law, marketing, and tech. It is free to use and job seekers can browse through various opportunities. To save job listings for later, receive job alerts, and save your browsing history, one has to create an account.

- **Scouted**

Scouted is considered the best job website for recent college graduates. You can build your scout profile using a resume copy, adding links to websites and other platforms like LinkedIn, and answering Scouted's virtual interview questions.

- **Snag (Formerly Snagajob)**

Snag maybe your favourite among all the job sites because it looks for hourly work seekers. Registered by over 100 million job seekers, 700000 employers, it mainly posts roles in customer service, healthcare, food delivery, security, and hospitality.

There are many job sites however to find the best site look at the number of listings, ease of use, industry experience, costs, advanced features, and reputation.