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## JOB FINDER - HOW TO USE ONLINE JOB FINDERS TO YOUR ADVANTAGE

Thus, you have to use the job finders to your advantage. Steer clear of all the clutter on the internet and use the job search sites specifically by following the below mentioned points:

- **Use of Multiple Resumes:** The truth is that there is no 'perfect' resume. The perfect resume is job and position specific. The best way to format a resume is by using the same keywords that the company has used in its advertisement to give it an impression that the candidate is very serious for the job if given a chance to prove himself. Having multiple resumes will help you seal the deal. The best way to do it to have differently formatted resumes; resumes that convey the same meaning but with a different approach and structure.
- **Decide and Focus:** One needs to be very focused and dedicated in case they are given the job. In a case otherwise even, you have to be specific about your expectations from the job and yourself amongst others. This will help you analyze the situation in hand and then work towards it accordingly. The same approach has to be maintained when using an online job search engine to your advantage.
- **Cover Letters:** Many job applicants and seekers forget that this formal piece of letter is one of the single most important reasons why your employer must give you a chance to prove yourself. Cover letters will help you put your candidature forward to the employer. The cover letter should not have parts of the same language used in the resume but something more than just the CV. The cover letter has to be short and precise and should be basically like a foreword to your reason of presenting your candidature.
- **Proofreading:** Proofreading will help you gain an upper hand over the other candidates by avoiding errors that might have crept into your resume. The errors can be anything at all, right from simple grammatical mistakes to typos and even falsification of claims! Stay clear of any controversies in your resume and please never inflate your credentials. The employer will sooner or later find out everything about you. Do not resort to any unfair means that may spoil your career in the future.
- **Believe:** Finally the best thing you can do to assure yourself of an opening is to believe in yourself. Poor self esteem only works against you. Holding yourself in high esteem with confidence will help you achieve something that not might have possible easier. When you start believing in yourself and tread confidently, you will see a sea change in the attitude of people towards you! Employers like confident candidates. But don't over-blow your own trumpet!

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