

Online Classifieds



Some jobs are listed in local classified ads, like the ones found in the newspaper.

Newspapers have some of these ads available on their websites or in print.

However, many people now use the website Craigslist instead of going through the newspaper at all.

Craigslist is similar to the classified section in a newspaper, and anyone can post an ad on the website for free.

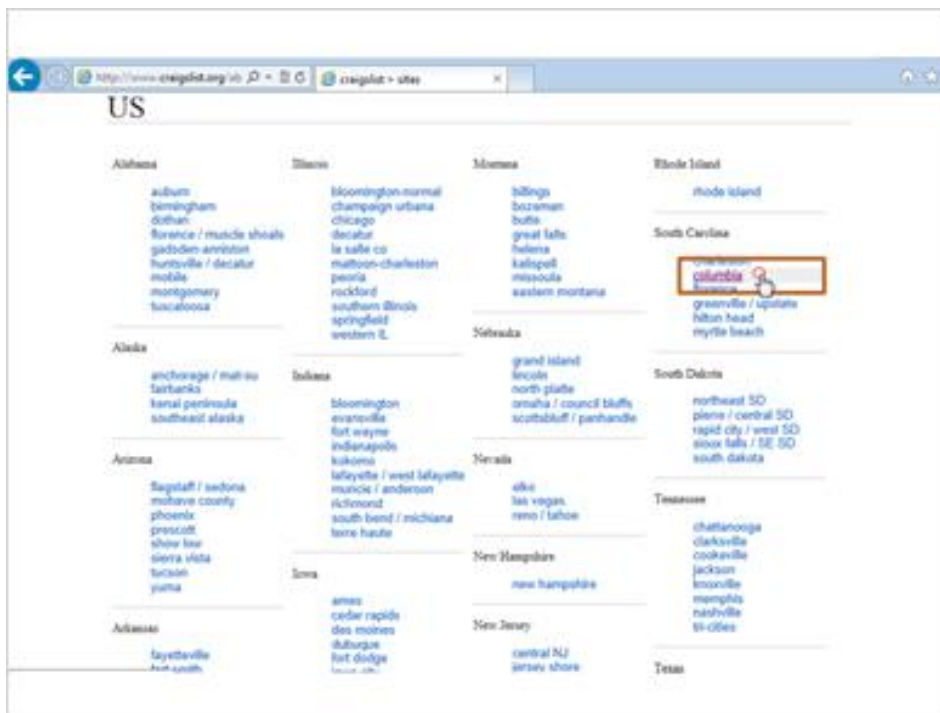
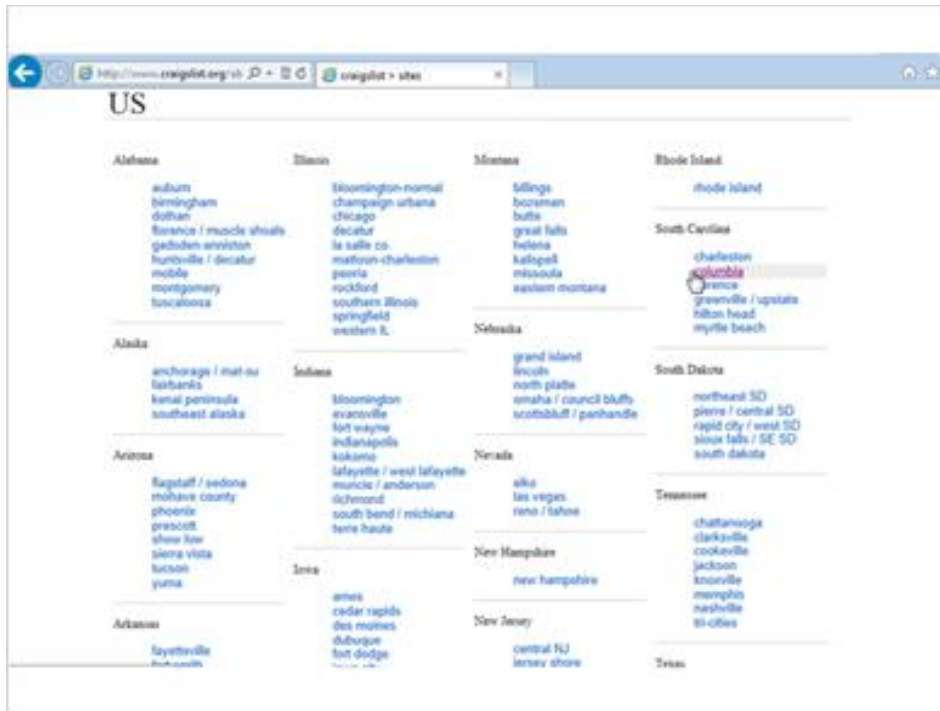
Craigslist has local pages for different metropolitan areas in the United States and major cities around the world.

The jobs section on Craigslist is not always used by larger companies.

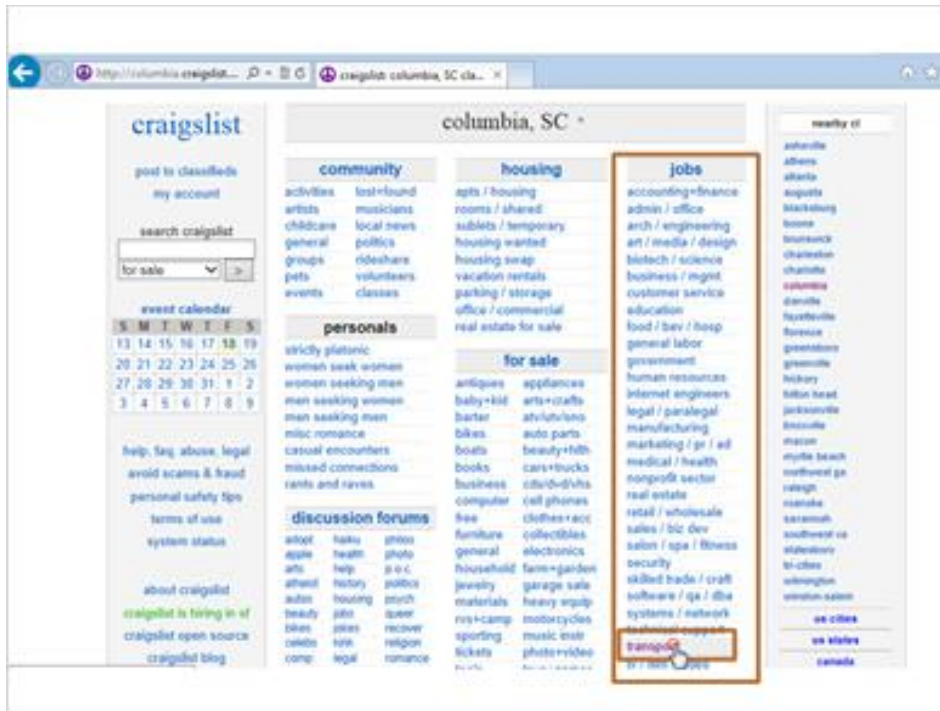
It's more likely to be used by small businesses and individuals who do not have their own website, or don't want to pay to have a job listed on a website like Monster.com.



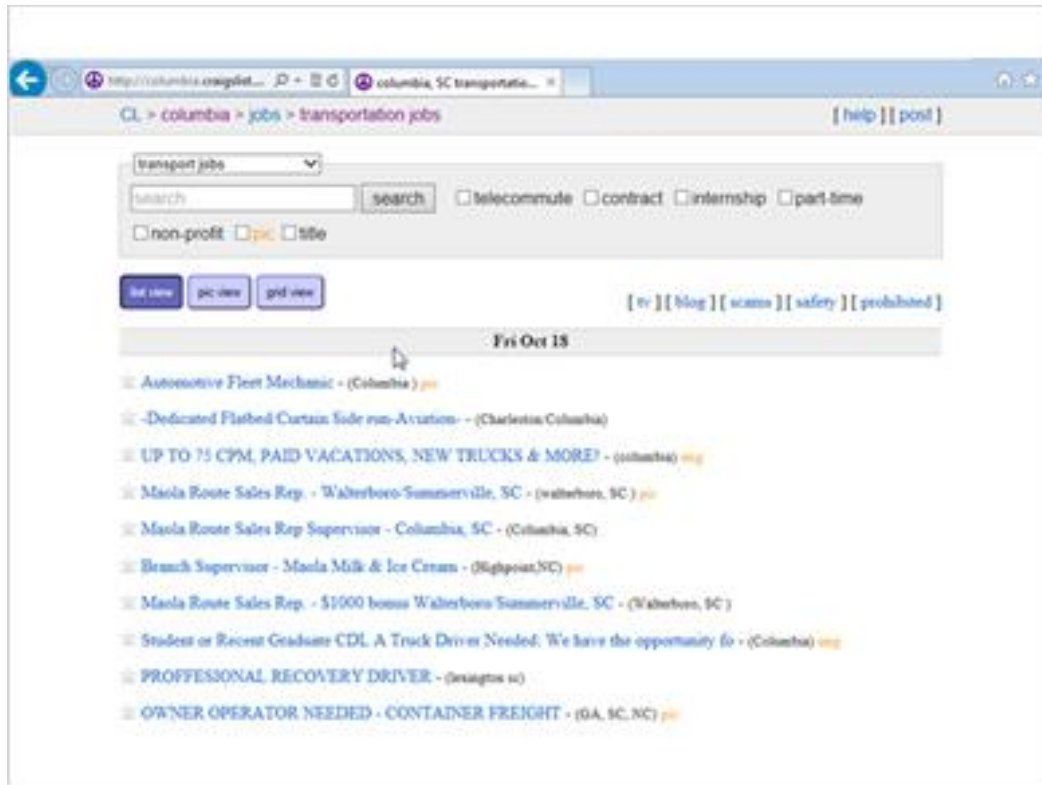
Corey visits Craigslist by going to “craigslist.org.”



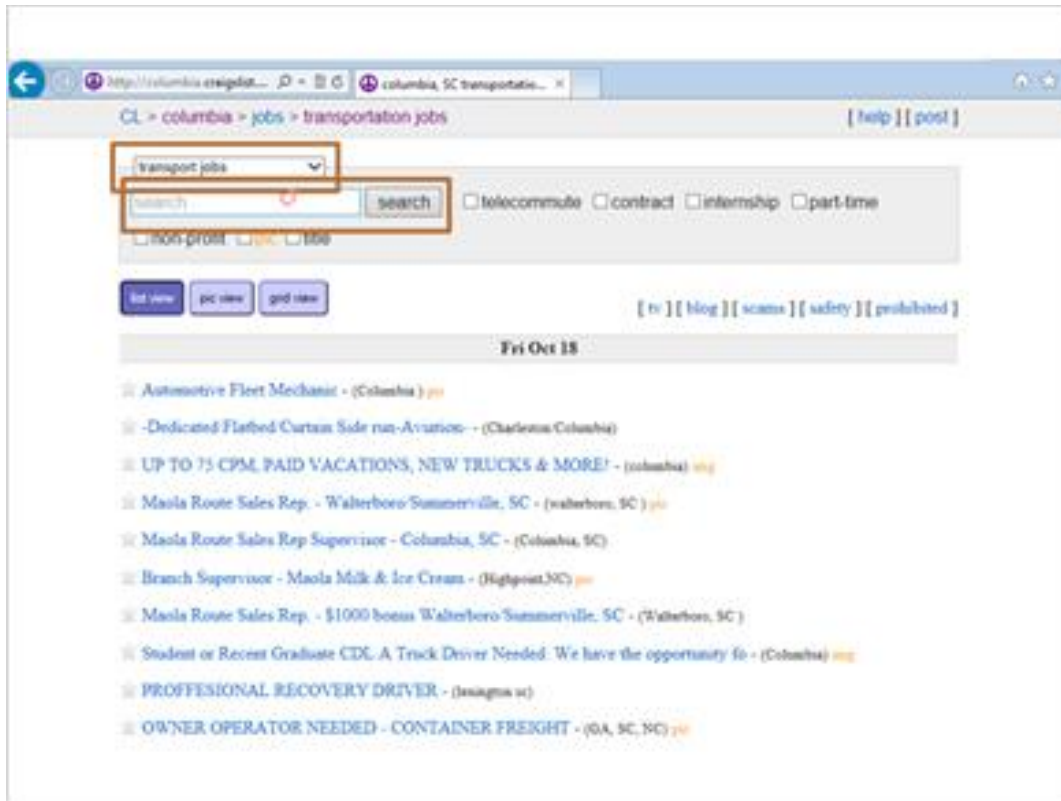
He selects the US, and then finds his nearest city in the list.



Job ads can be found by browsing through categories and by searching for keywords. Corey decides to look at the transportation section.

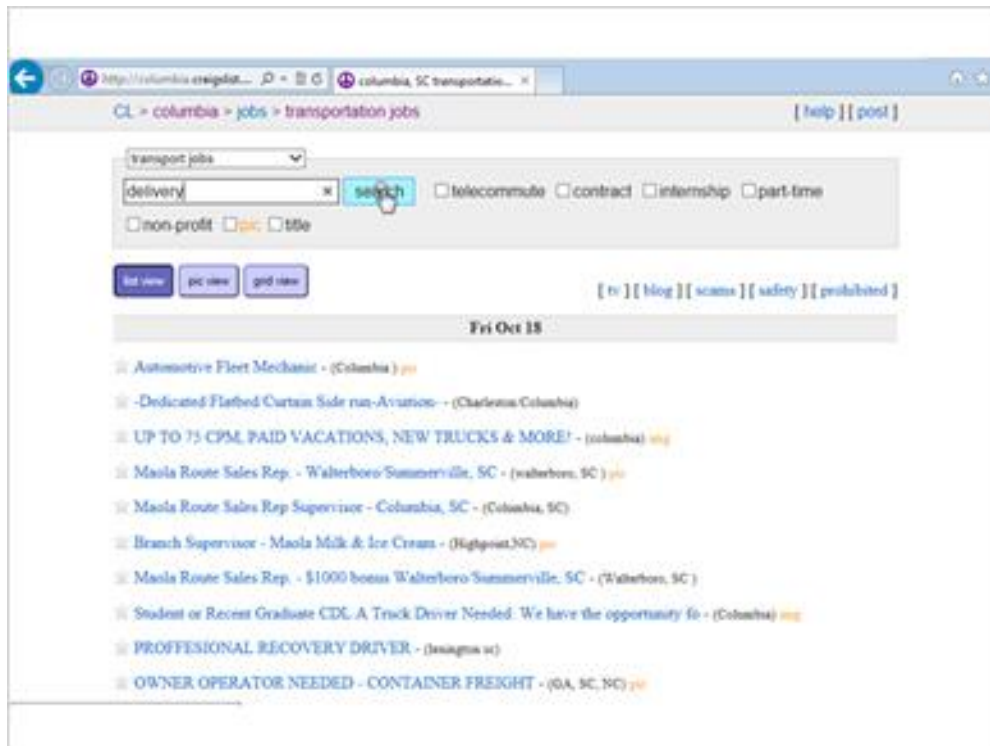
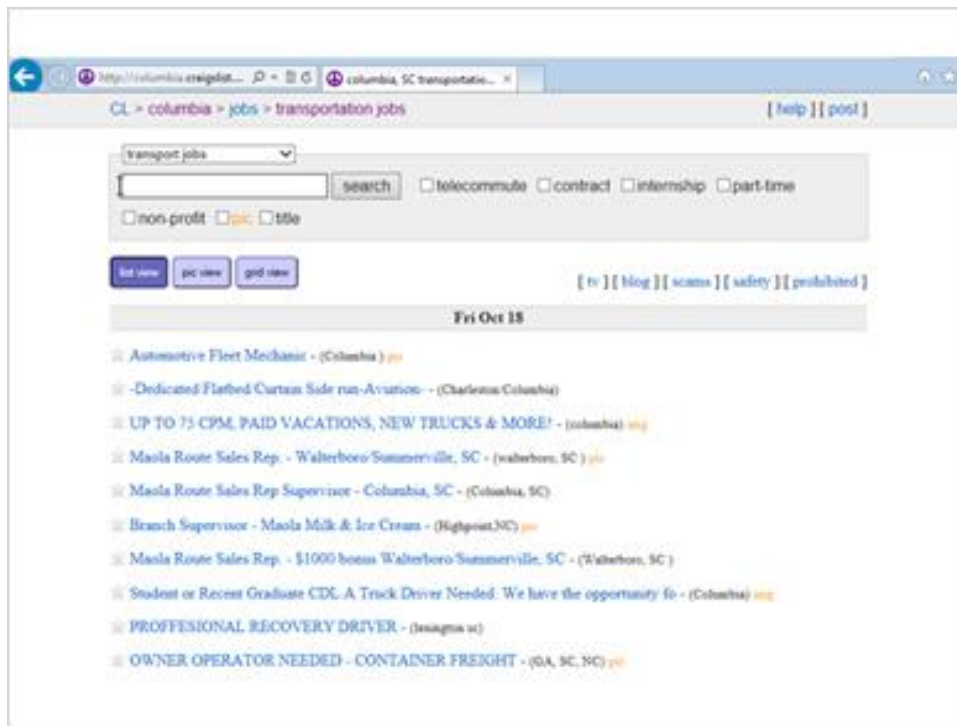


Corey can browse through all these jobs, or he can also search for a keyword.

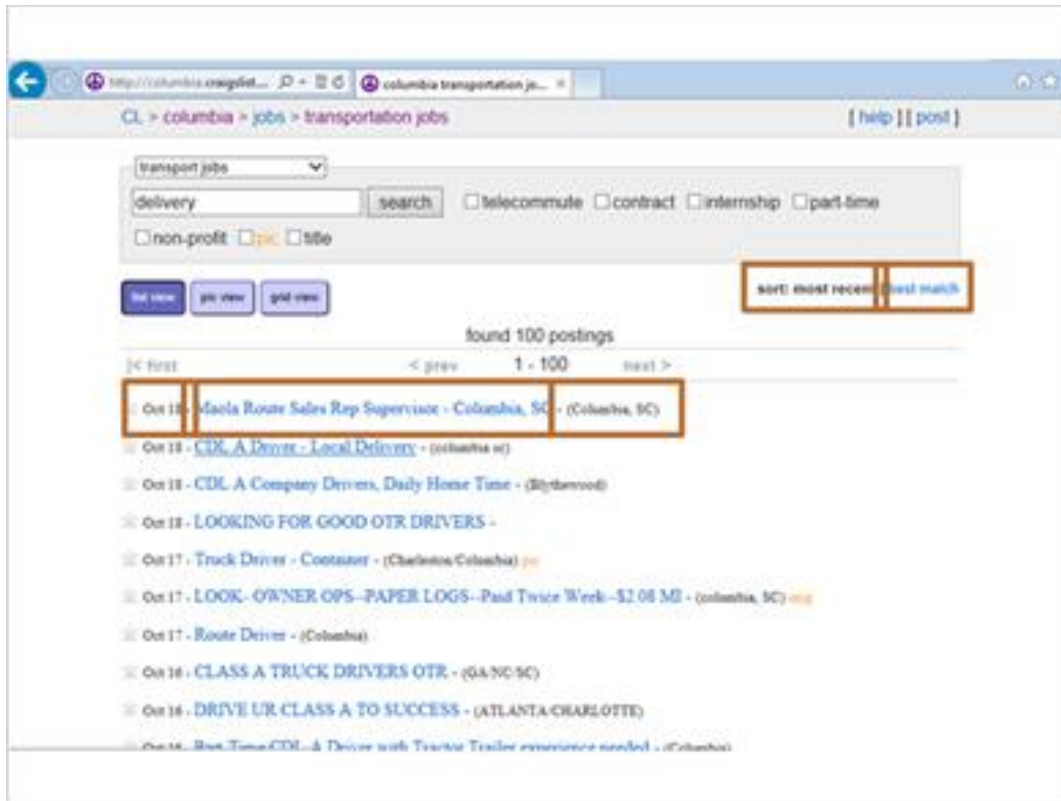


“Transport” shows up in the drop-down menu, to indicate that he is only searching the transportation category.

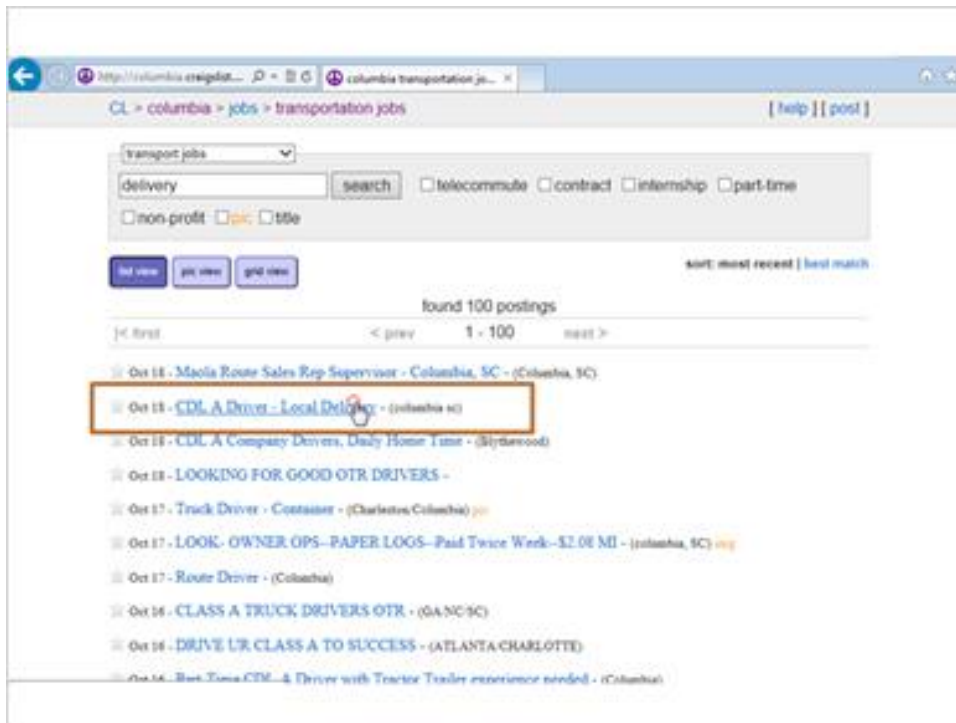
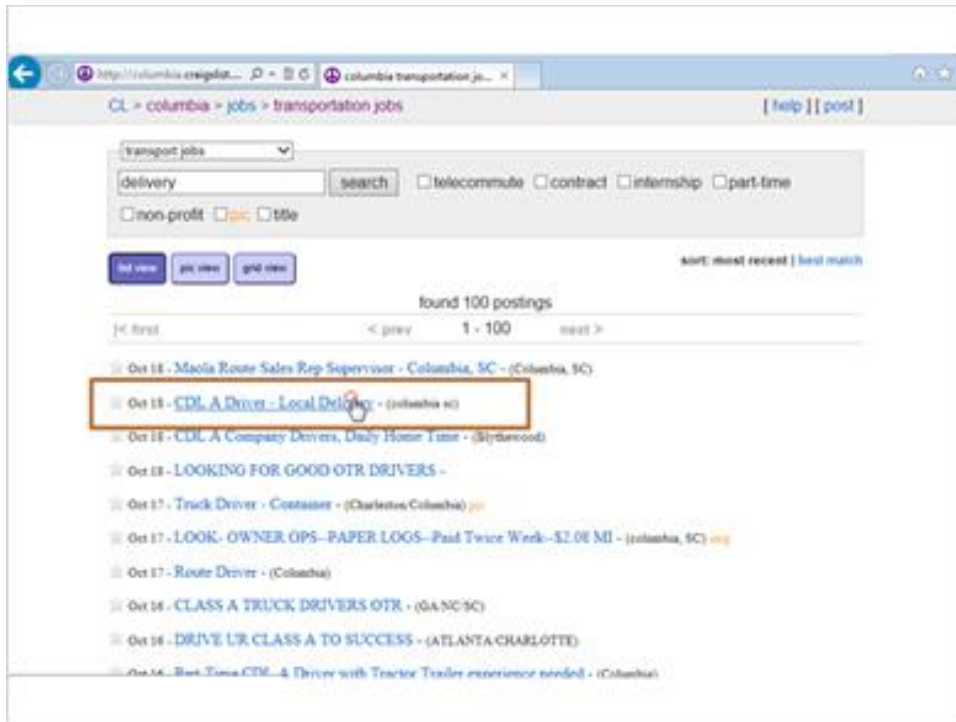
If he wants, he could click here and change it to include other types of jobs.



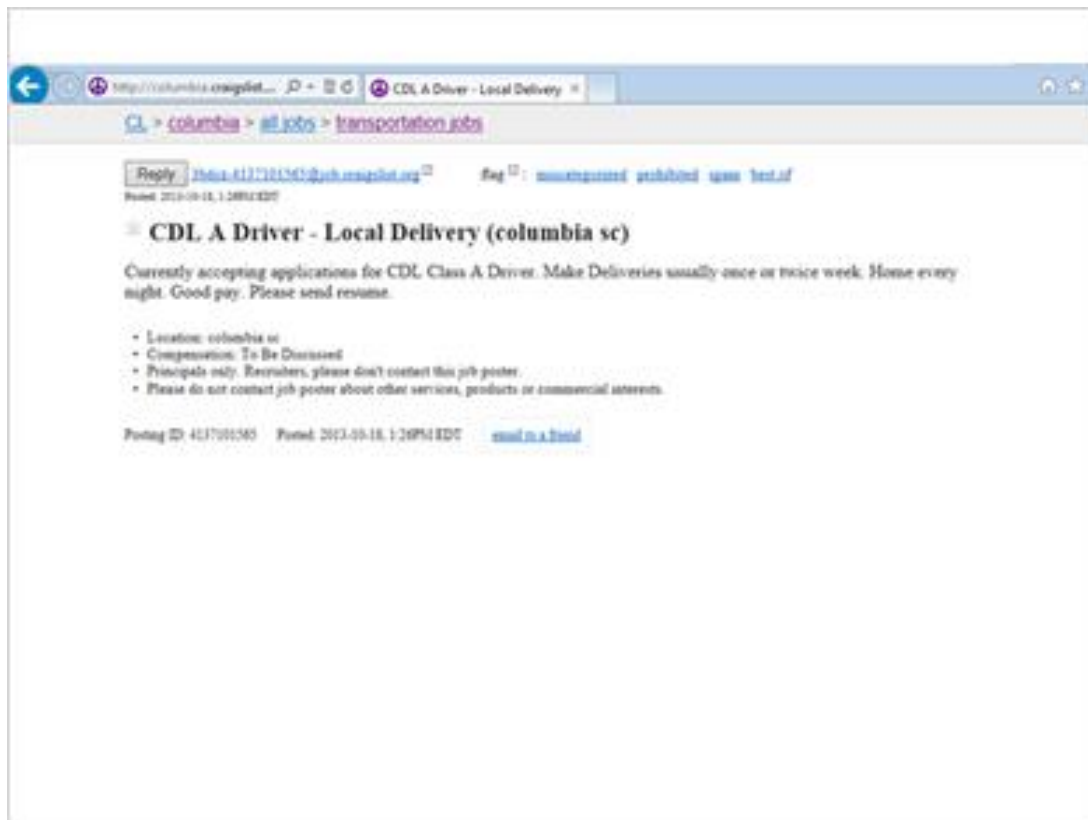
He leaves it set to Transport, types in “delivery” to search for delivery jobs, and clicks on Search.



Corey can click on the subject of any post that interest him to read it. He clicks on a listing for a delivery driver.

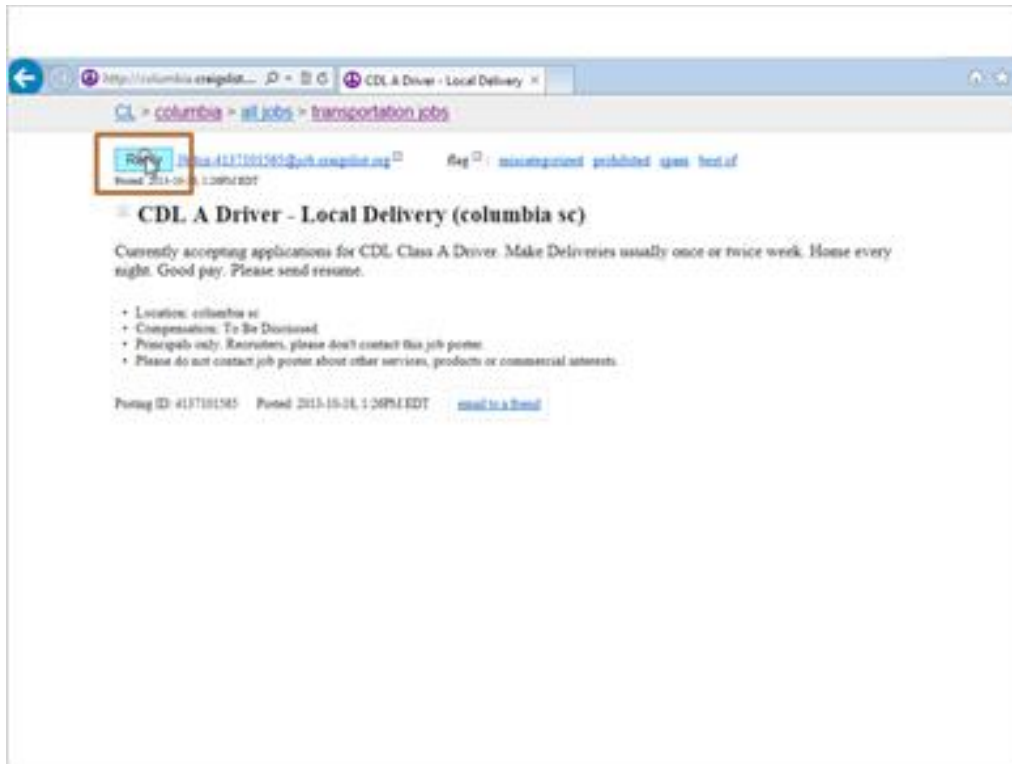


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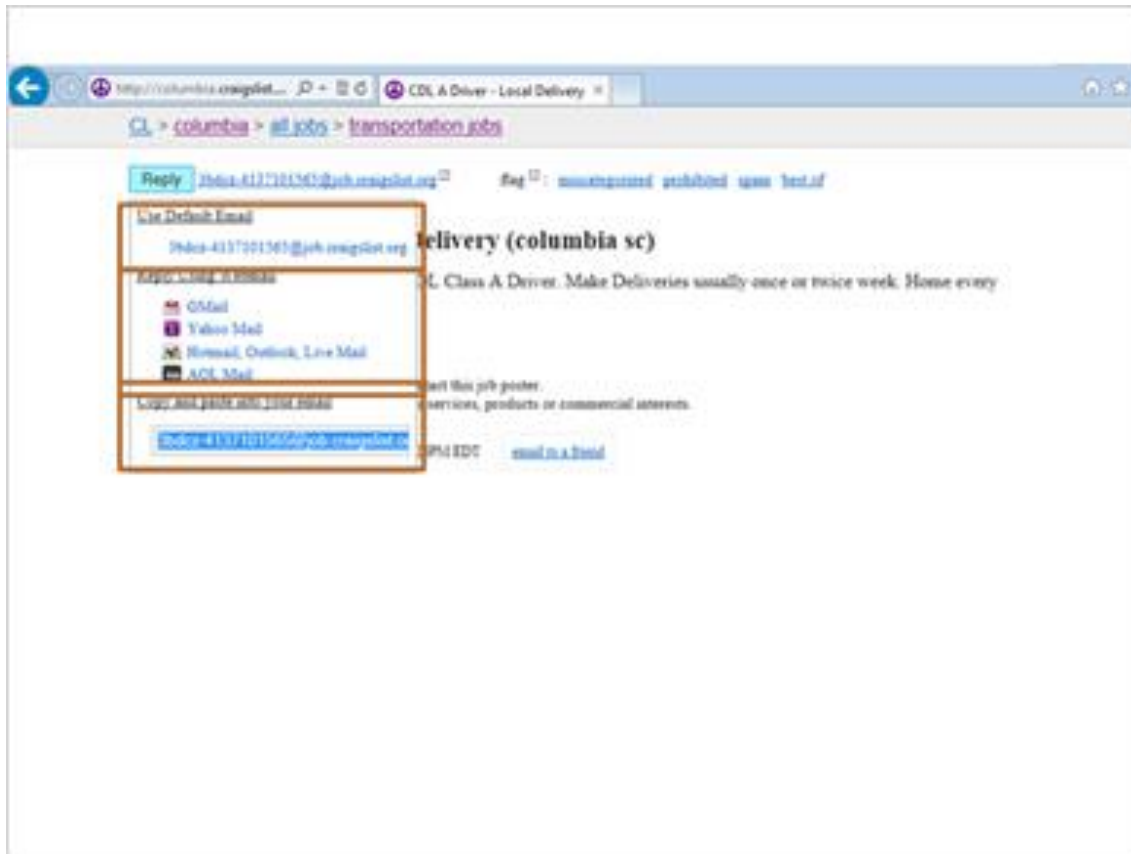


Now we see a few details about the job, including some schedule information, and how to apply.

Each ad will be different, especially in terms of how to apply. Some might list a phone number to call, a specific email address, or even a website to visit. This one says to apply by emailing a resume.



Since there is no email address listed, Corey will apply through Craigslist. He clicks on the Reply button at the top left.



Now we see a temporary email address made up of random letters and numbers and ending with “craigslist.org.” Craigslist provides this type of email address so that people who post ads can keep their real email addresses and names private. Once you respond to them, they can reply back from a regular email address.

There are different ways to start sending a message. If you use an email program on your computer, like Microsoft Outlook, you could click on the link under Use Default Email to start a new message.

If you use Gmail, Yahoo, Hotmail, or AOL through their websites, you can click on these links under Reply Using Webmail. For anything else, you can copy and paste the email address provided into the “To” field on a new message.

Corey would then compose an email, and attach his resume as the employer asked for in the ad. In his message, he can ask questions to find

out more about the job, he can tell them about why he would be a good fit, and he can tell them the best way to contact him.



Unfortunately, Craigslist is also used by many scammers to post fake jobs. If Corey decides to contact someone he'll have to be careful about what information he gives out. Although this ad looks legitimate, it doesn't mention the name or exact address of the business. That information was probably left off to protect the business from junk mail and solicitations. If Corey has any doubts about the ad, he can tell them that he would like to apply, but has a few questions about them before sending his resume.

We'll talk more about how to protect yourself from scams in the next lesson.