



Job-Hunt[®]

20 Minute Guide

FREE

Using Craigslist to Find a Job

By Susan P. Joyce, Editor/Publisher, Job-Hunt.org



Job-Hunt[®] is a registered trademark of NETability, Inc.

2nd EDITION

What Is Craigslist?

Craigslist.org (a.k.a. “Craig’s List”) is an enormous collection of “local” online classified ads sites. Organized by location, over 550 local Craigslist sites cover 50 countries, and an average of 3,600 jobs are posted on *each* Craigslist *every month!*

Employers *and others* (beware!) post job opportunities, both short-term and long-term, and individuals post their resumes and “jobs wanted” (carefully!) for potential employers *and others* to see. Those “others” are the downside to using Craigslist, but that downside can usually be managed if you use some caution.

Each Craigslist location/site has the same “look,” the same categories and sub-categories as other Craigslist sites, *but not the same content*. Craigslist discourages posting the same item (or job) on more than one location, so you won’t find many duplicates within the Craigslist family of sites. Check several in your state if you don’t live in a Craigslist metro area.

Major Benefit of Using Craigslist – the “Invisible Job Market”

Craigslist is free (or very low cost) for employers to post their jobs openings, so it attracts job postings from small and middle-sized employers which don’t normally advertise their postings elsewhere online, even their own job sites. This is the “invisible job market.”

Since small employers comprise the largest share of the U.S. job market, and since most job growth is with smaller employers, Craigslist serves as a good window into that otherwise-invisible world.

Important Cautions

As with most good things, there can also be a downside.

1. Watch out for scams.

The Craigslist people work hard to minimize the scams posted, and visitors can – and should – “flag” postings that they think are spam, inappropriate, or put into the wrong category. However, since posting a job is free in most locations and very low cost in the others (which is an advantage in attracting those “invisible job market” job postings from small employers), scammers, ethically-challenged recruiter wannabe’s, and inept people abuse the system. So, be careful. Keep your shields up, as Captain Kirk would say. (More on page 7.)

To help their visitors, Craigslist offers advice in sections named “avoiding scams and fraud” and “Personal Safety Tips.” Be sure to read them!

2. Protect your privacy if you post your resume.

There is a category at the bottom of the “jobs” column where people can post their resumes. Those resumes are *visible to everyone* who visits the site, possibly including your current boss, so limit the contact information and personal identity details you include. See Job-Hunt's CyberSafe resume article for tips on protecting your privacy during your job search.

When you post your resume, Craigslist allows you to post your resume anonymously. This is a very good option and a simple process. Give Craigslist your email address so that they can reach you, and then choose the @craigslist.org email address option (see above).

Your Email address:
Type email address again:
 use this email address as my reply-to
 reply to: res-xxxxxxx@craigslist.org (craigslist anonymizes your real address and relays replies to it)
 do not show any email address (be sure to put a phone # or other contact info in your posting!)

When someone responds to your posted resume, Craigslist receives a message which they forward to you.

You may also publish an e-mail address with your resume, so that people can respond to you directly. If you choose to do that, use an e-mail address that cannot be traced to your home or your work location, like a free e-mail account on Yahoo, MSN/HotMail, or Gmail.

Finding the Best Craigslist for You

Because Craigslist is organized by location, you must start with the right location. Then, you'll be viewing the ads for the location you want.

To find the Craigslist you want, go to the Craigslist home page for any location, and you'll find this list or a similar one on the right side of the page.

Select the location you want from this list of links.

Cities are in the left column, including cities in Canada and other countries.

States in the US are in the middle column. Clicking on a state's link will take you to a page which shows the cities in that state which have a Craigslist.

Countries are listed in the far right column. Clicking on a country's link will take you to a page which shows the cities in that country which have a Craigslist.

Finding your location – If you can't find the city you want in the list of cities in the left column, click on the state or the country you want in one of the appropriate columns on the right.

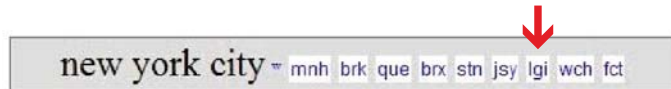
us cities	us states	countries	
atlanta	alabama	argentina	
austin	alaska	australia	
boston	arizona	austria	
chicago	arkansas	bangladesh	
dallas	california	belgium	
denver	colorado	brazil	
houston	connecticut	canada	
las vegas	dc	caribbean	
los angeles	delaware	chile	
miami	florida	china	
minneapolis	georgia	colombia	
new york	guam	costa rica	
orange co	hawaii	czech repub	
philadelphia	idaho	denmark	
phoenix	illinois	egypt	
portland	indiana	finland	
raleigh	iowa	france	
sacramento	kansas	germany	
san diego	kentucky	great britain	
seattle	louisiana	greece	
st bayarea	maine	hungary	
wash dc	maryland	india	
more ...	mass	indonesia	
	michigan	ireland	
canada	minnesota	israel	
	calgary	mississippi	italy
	edmonton	missouri	japan
	halifax	montana	korea
	montreal	n carolina	lebanon
	ottawa	n hampshire	malaysia
	toronto	nebraska	mexico
	vancouver	nevada	micronesia
	victoria	new jersey	netherlands
	winnipeg	new mexico	new zealand
	more ...	new york	norway
		north dakota	pakistan
irel cities	ohio	panama	
	amsterdam	oklahoma	peru
	bangalore	oregon	philippines
	bangkok	pennsylvania	poland
	barcelona	puerto rico	portugal
	berlin	rhode island	portugal
	buenosaires	s carolina	rusia
	hongkong	south dakota	singapore
	london	tennessee	south africa
	manila	texas	sweden
	mexico	utah	switzerland
	paris	vermont	taiwan

Job-Hunt's FREE 20 Minute Guide: Using Craigslist to Find a Job • <http://www.job-hunt.org/guides/craigslist-for-jobs.pdf>

If you live in a large metropolitan area, near your state's border with another state, or near your country's border with another country, perhaps a Craigslist for a neighboring city, state, or country would work best for you, so check them out, too. The people doing the postings can make mistakes just like the rest of us.

The Craigslist home page for the new location will look like the one you just left except there should be a different name in the heading at the top of the page.

Large metro areas *may* be broken up into smaller sections. If the name at the top of your Craigslist home page looks similar to



this one for New York City (right), with small letters grouped beside the metro area name, like these, you will know that Craigslist has broken the large metro area down into neighborhoods or sections so that you don't need to look at the whole area to find the listings for the specific subset of that area.

In this example, Craigslist has created 9 neighborhoods or sections of all the NYC Craigslist postings, and each is represented by an abbreviation (mnh, brk, que, brx, stn, jsy, lgi, wch, fct) so that you can look only at those for the subset you want (e.g. Manhattan, Bronx, Queens, Brooklyn, Staten Island, etc. respectively) of all the NYC postings.

Running your mouse slowly over the abbreviations should open a small box over each telling you what each represents. Simply click on the appropriate abbreviation (e.g. **“lgi”** for Long Island, above). Or, you can continue to use the main site where all of the neighborhoods or sections are combined into a single large list.

Finding the Jobs

Once you have found the location you want, you can view the job postings for that location, like the one on the right here.

The “Jobs” Category

Near the top of each Craigslist home page, left of the location columns, you'll find the column heading for the major category of “jobs.”

[Note, for the sake of space, this column has been reduced in size (and legibility) to display on the right side of this page. It should be much easier to read on your computer.]

Job subcategories are listed below the “jobs” category column heading, each on a separate line. At the bottom of the subcategories is a general catch-all subcategory labeled “[ETC]”. Click on the subcategory that fits your needs to see the jobs posted there.

Part-time jobs have their own subcategory, if the person posting the job makes use of it. It's on the last subcategory line (see lower right.)

Craigslist offers a good local search capability, so do a search through all the jobs using the term “part-time” to see if some part time jobs are not listed in the “part time” subcategory. (More on searching in Craigslist on page 6.)

The “Gigs” Category

Below the “jobs” you will find the “gigs.” Gigs are short-term jobs and include employment on projects and events.

Sub categories include working on an IT project or a special event, construction jobs, assignments for actors and artists, etc. As with the “jobs” category, people submitting the postings may put them in a category you wouldn't expect, so browse through the main category by clicking on the “gigs” link. See the sub-categories listed on the right.

The Job Search

Job postings may be mis-categorized by the people who post them, so focusing on a sub-category can be a mistake if something you want is listed in a sub-category you don't check (more below).

Following these 3 steps should ensure that you find your dream job on Craigslist, if someone has been kind enough to post it there for you to find:



1. Click on the “jobs” category on the Craigslist home page (see p. 5).

Don't select a sub-category yet. Start by just browsing through the job postings.

Scroll down to see what was posted today (so far), yesterday, the day before yesterday, etc. as far back as you want to go. I like to browse through everything posted recently (last two weeks) so that I don't miss something that is in an unexpected category.

When you are browsing through a major metropolitan area's “jobs”



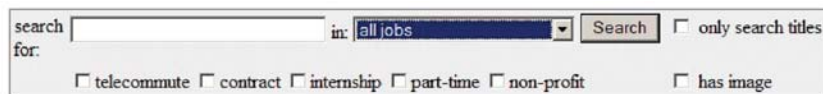
listings, Craigslist offers tabs to help you select the appropriate subset of all the listings to view, as above for NYC. Clicking on any of the tabs will show you a page with the jobs posted only for that area. Or, don't click on any of them, and see all the postings.

2. Hopefully, you are looking for a specific kind of job, and Craigslist probably has a subcategory for that kind of job. So, after you've browsed through the recent postings, click on the appropriate subcategory and browse through those listings to see what's available, going as far back as necessary.

3. Craigslist also has a search function for the jobs category that works very well. Search from the main “jobs” page, or select the category or subcategory you want, and then search through the postings using the usual key words or the name of a company or other potential employer.

As usual, be careful with search functions. Computers only provide exact matches to the search terms specified. They don't, fortunately, read our minds (yet).

For example, if you are looking for a job which usually has a specific job title, you may check the



box to the left of the “only search titles” text. However, be aware that job titles are often adjusted by an employer to fit their organization and job requirements, so you could miss the job you want because it is listed with a title you are not expecting. You may be looking for a “shift manager” job, but it is listed as “group manager” or “branch supervisor” or some other variation.

Applying for a Job

First, be sure that the job is legitimate:

- Be wary if the only job skills or requirements specified are an Internet connection, being over 18, and a few hours a week of your time in exchange for the promise of a large financial reward.
- Look for job postings which have details about the job and the employer. Preferably, a legitimate employer will provide a link to their Website, where you can find other information about them including location and contact information.
- Check SuperPages.com or some other online (or off line) phone directory to see if the employer has a standard phone listing.

If they aren't in the local phone book (online or off) of the location where they claim to be located, be very suspicious of the legitimacy of the employer.

- Be cautious about an employer or recruiter who doesn't provide their own e-mail address or who provides one that is not associated with the employer's Website – if the job is for Acme Widget Co. (for example), the domain name should be very close to the organization's name, and the e-mail address should be something like HR@AcmeWidget.com rather than AcmeWidget721@yahoo.com.

Then, when you find a job you want and for which you meet the job requirements, apply for the job using the methods the job poster specified.

If nothing is specified in the posting, you can usually click on the Craigslist e-mail address (job-# # # # # # # # # # @craigslist.org) near the top of the job posting on the "Reply to" line. Craigslist will forward your message to the employer.

Use Job-Hunt's Job Search **S-M-A-R-T-S** Response Method

The majority of job seekers give employers the impression that they aren't very smart and can't follow simple directions. Usually, job seekers are in such a hurry to respond that they blow their chance at being considered for the job, much less actually being hired.

So, be different! Stand out from that uncaring or seemingly lazy crowd! Here's how:

S – **SELL what the employer is buying** – Be specific about the job posting you are responding to by putting the title, the unique identifier (if any), and the location in the Subject line of your email message.

M – **MARKET yourself as a potential employee** – Make it easy for the employer to see how you fit the bill by connecting those dots between their needs and your skills and experience.

A – **ACT quickly but very carefully** – Responding too quickly can backfire if you aren't careful in your response. This is where job seekers typically shoot themselves in the foot, eliminating themselves from consideration!

- Read the posting! Word-by-word. The WHOLE thing. Did they ask a question, specify how to respond to the posting, link to their Website, or? Unless they are asking for something unreasonable (e.g. your SSN and/or bank account number), respond appropriately.

R – **RESEARCH the employer** – Don't respond blindly. Do some research *first*.

- Google the employer's name to see what you find. What's in the news about this employer? Stock going up or down (for a publicly-traded company)?

[If you don't find anything, consider the possibility that the job posting and the employer may be bogus and proceed with caution!]

- Visit the employer's Website. What do they tell the world about themselves and what they do? Who works there? Does it look like a place you'd enjoy working?

T – **THINK** – What would make you stand out from your competition for this job?

- Do you know anyone who works at that employer? Employees may be rewarded through an employee referral program for submitting your resume to HR, or they may be able to hand it to the hiring manager. Check LinkedIn for connections who work at the employer. Ask your college/grad school alumni office for a directory or a list of fellow alums who work there.
- Anything in the business news or press releases about a major new client, big contract, new project, new business partner, new VP, and so on? If you can, drop a few names, as appropriate, in the cover letter or your resume.

S – **SAFEGUARD your personal information**. Times of economic stress attract opportunists taking advantage of the situation.

Beware of the possibility that the employer, the recruiter, and/or the job may not be real.

About this e-book

This e-book is provided to help job seekers leverage one of the best job search resources available – Craigslist. Individual job seekers are welcome to share this book with their friends and colleagues. **It may not be used by anyone for commercial benefit without written permission.**

The contents of this e-book are protected by US and International Copyright Laws.

This edition is dated January 1, 2009. If that is more than 6 months ago for you, find the latest edition at Job-Hunt.org/guides/craigslist-for-jobs.pdf.



About the Author: Susan P. Joyce

Susan P. Joyce has been editor of Job-Hunt.org since 1998 when her company, NETability, Inc. purchased Job-Hunt.org. Susan has over 30 years of experience in the IT world (she's a quasi-geek) plus several years of experience working in the Personnel Office at Harvard University and one year as an assistant project manager for salary compensation survey consulting company.

About Job-Hunt

Job-Hunt.org is a free “employment portal” Website which links to over 10,000 employers and other job search resources. Advice from various job search experts is also provided, from protecting your privacy to using Craigslist, LinkedIn, and Twitter in your job search.

Assisting job seekers since 1995, Job-Hunt has won much recognition for the quality of the content, and our goal is to continue to deserve that recognition.

- *US News & World Report* Top Site for Finding Work
- *Forbes* Best of the Web for Job Hunting
- *PC Magazine* Best of the Internet for Careers