



Getting Up to Speed:

Basic Skills for Job Hunting on the Internet

KEEPING TRACK

Accounts and Passwords

Keep a master log at home for listing all the Internet-based accounts you have with any necessary account names and passwords/pins. Passwords with a combination of letters and numbers are more secure than passwords with just letters or just numbers. At the same time, keep passwords easy to remember and easy to type!

Account/Web address	My login	My password/pin
SWAN swan.mls.lib.il.us	Bar code	
SAM (computers at Library)	Bar code	

Applications Sent

Keep a log of where you sent applications and the date you applied. Also, log any responses. (see form on back)

Work History

Keep a list of your past employers, with details, to make it easy to consult when filling out applications online or on-site at a job interview.

