



# Craigslist for Beginners



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# Craigslist for Beginners

## Class Objectives:

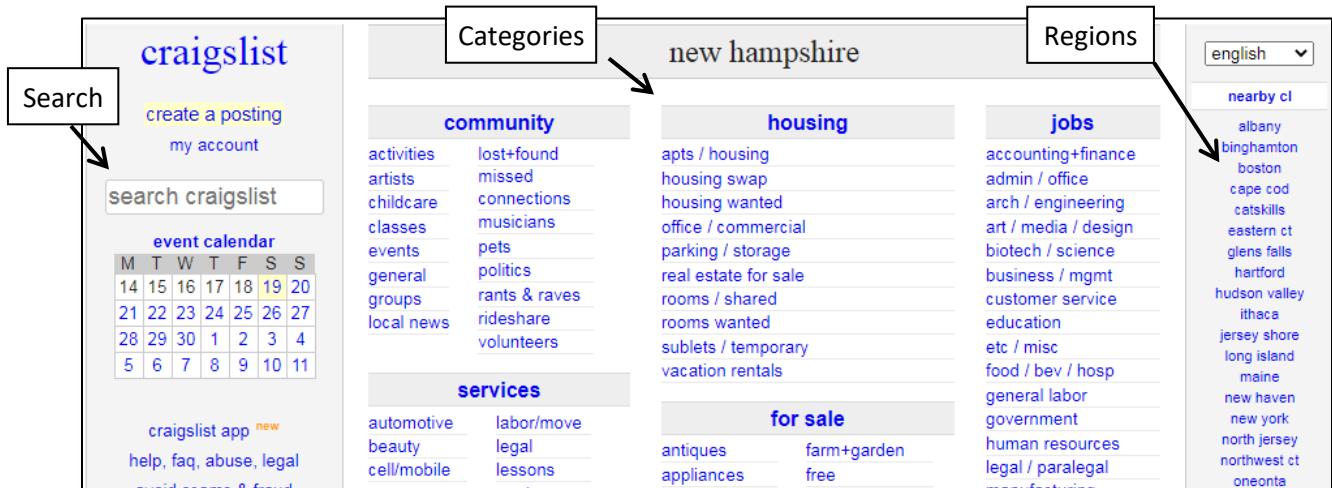
- Finding items to purchase
- Searching for a job
- Finding an apartment
- Setting up a Craigslist account
- Posting a listing / sell an item
- Posting a resumé
- Listing tips for avoiding fraud and scams

## What is Craigslist?

Craigslist is a website for classified ads, akin to the classified section of your local newspaper. You can use it to buy or sell items, find a job, find a place to live, and many other things. Most listings are free, but some may cost a fee to post.

## Browsing on Craigslist

When you first visit Craigslist.com, it can be difficult to figure out where to start. From the main page you can search for specific item or you can browse by category. Craigslist will default to your local area, but you can choose nearby regions to browse from the list on the right side.



## Buying on Craigslist

After entering search terms or choosing a category, you can view your results. On the search results page, the items can be narrowed down with the filters. Results can be filtered to **search titles only**, to only show listings with pictures with **has image**, items **posted today**, and to **include nearby areas**. Results can be further narrowed by **miles from zip**, by **condition** and **price**. You can also change the view mode of the search results from the drop-down menu in the upper left corner above the results.

Once you find an item you are interested in, click the link to load the listing page. The listing page will show images of the sale item(s), a description of what is for sale, and a map of where the item is located.

After reviewing the listing, if you want to contact the seller, click the **Reply** button. Depending on the seller's settings, this menu may include a phone number to call or text and/or links to send an email message. To send an email you can choose your email provided from the list. If it is not listed, you can copy and paste the email address at the bottom of the menu into the **To** field of your email message.

If the seller agrees to sell you the item, you will need to arrange to meet them. It is important to take steps to **remain safe** when meeting someone through Craigslist:

- **Do not** transfer money electronically, pay in cash
- Meet in a public area during daylight hours. Public areas can include a café, bank, shopping center, or police department parking lot
- **Do not** invite anyone into your home or meet in a secluded space
- Take a friend with you if possible.
- Have your cell phone on you
- Use extra caution when buying expensive items
- Trust your instincts

## **Job hunting on Craigslist**

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There are two categories to find jobs on Craigslist: **Jobs** and **Gigs**. Jobs are where they're looking to hire someone, whether on a temporary or permanent basis. Gigs will be usually be short projects, such as stuffing envelopes, helping with a move, or article writing. Or they may be performances if you're a musician, magician, clown, etc.

You can browse or search all **Jobs** by clicking on Jobs, or you can narrow your search immediately by clicking on a sub-category.

Some of the same limiters that are on an item search are available on a job search. Additionally, you can limit by whether it's an **internship**, a **non-profit** business, or if you can **telecommute**. You can also narrow by employment type: **full-time**, **part-time**, **contract**, **employee's choice**.

By default, the results are sorted with the most recent posts at the top. You'll see the location of each job in parentheses next to the title of the post.

When you click on listing, it will take you to a page with more details about that job. The map will show where the job is located, though it may not have the exact address if the company posting hasn't listed it. If the company has been detailed in their job posting, they'll have included the compensation, the employment, a brief description of the company, a longer description of the job they're looking to fill, and what benefits they offer.

At the bottom of the page, you can find how they'd like you to reply. Some may want you to send your resumé to them through Craigslist, others might have a link to an application on their website. If you're interested in the job, you can click Reply on the top of the listing.

The listings for **Gigs** are, in general, going to be more informal. They are more likely to be posted by individuals looking for someone to help them out with something, but companies will also post here. Be alert both for scams and for situations that might make you feel uncomfortable or unsafe. That said, it can be a good place to find jobs to build up your freelance portfolio or get experience trying something new. Or just to get quick cash for a day's work.

Stay away from gigs that ask YOU to pay (for training or product, etc.). If the title says something like 'Do you want to work from home?' or talks about easy money, it's probably not worth your time to even look at the listing.

### Finding Housing / Real Estate on Craigslist

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The housing category on Craigslist has listings if you're looking for an apartment/house to rent, office space, a vacation rental, or even if you're looking for a place to buy. In this category, it's best to pick a subcategory before you begin your search.

The Apartments/Housing For Rent category has the following limiters to narrow your search by: Miles from zip, Price, Bedrooms, Bathrooms, Square Feet, Availability (Dates), and information about pets, laundry, parking, etc.

The view defaults to Gallery view, so you can have a look at the places. If you click on a listing, it may have more pictures in addition to a description. You can click **Reply** at the top of the page to contact them through Craigslist or call if they've included a phone number. Do not give out personal information such as your Social Security number or hand over any money until you've had a chance to see the place in person.

AVAILABILITY  
all dates

- cats ok
- dogs ok
- furnished
- no smoking
- wheelchair access
- EV charging
- no application fee
- no broker fee

▶ housing type  
▶ laundry  
▶ parking

### Posting on Craigslist

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To post something on Craigslist an account is not required, but having one allows you to easily access and edit your listings from a single menu once signed in. You can still edit listings made without an account through the confirmation email Craigslist sends.


To create an account, click the **My Account** link on the Craigslist homepage. Then under **Create an account**, enter your email address and click **Create Account**. On the next page enter a password and click **Submit Password and Log In**.

Once you are registered you can create a new listing by choosing a location from the drop-down menu under the **Postings** tab.

To post an ad without an account, check that the location at the top of the webpage is correct. If it is correct, then click on **create a posting**.

Choose the appropriate category and a form will load. Fields in green are required. For example, on the form for selling an item, you can enter the **posting title**, **price**, and **location**. In the **posting body** field, enter a description of the item and any information you want potential buyers to know. Provide as much detail as possible but keep it brief. You also have the option to include a phone number that will allow potential buyers to contact you by phone and/or text. If you are selling without an account, you will be asked to enter an email address.

**Note:** For safety reasons, we recommend unchecking the box next to **show on map**. Checking this box would include your actual address in the listing.



The image shows a screenshot of a web form for creating a listing. At the top left, there is a checkbox labeled "show on maps" with a small question mark icon to its right. This checkbox is circled in red. Below this checkbox are three text input fields: "street" (with "optional" to its right), "cross street" (with "optional" to its right), and "city" (with a small dropdown menu to its right). At the bottom of the form, there is another checkbox labeled "ok for others to contact you about other services, products or commercial interests".

Once you are finished with the form, click the **Continue** button. On the next page you can add images to your posting. Click the **Add Images** button. A dialog box will appear where you can navigate to and select the photos you want to include. Once your photos are uploaded, Craigslist automatically designates the first image as the **Featured Image**. You can change the featured image by clicking and dragging another photo in front of the current featured image.

When you are finished adding images, click **done with images**. On the next page you will be shown a draft version of your listing with the following header. If any changes need to be made, click **edit post** or **edit images**. If everything is correct and you are ready to post, click the **publish** button.

**IMPORTANT - FURTHER ACTION IS REQUIRED TO COMPLETE YOUR REQUEST !!!**

**You should receive an email shortly, with a link to:**

- publish your ad
- edit (or confirm an edit to) your ad
- verify your email address
- delete your ad

Posting involves an extra layer of security, so you will need to confirm your post via email. You may see the following message.

Check your email for a message from Craigslist. Open the email and click the confirmation link.

**IMPORTANT - FURTHER ACTION IS REQUIRED TO COMPLETE YOUR REQUEST !!!**

**FOLLOW THE WEB ADDRESS BELOW TO:**

- PUBLISH YOUR AD
- EDIT (OR CONFIRM AN EDIT TO) YOUR AD
- VERIFY YOUR EMAIL ADDRESS
- DELETE YOUR AD

If not clickable, please copy and paste the address to your browser:

<https://post.craigslist.org/x/xx>

**PLEASE KEEP THIS EMAIL - you may need it to manage your posting!**

It may take about 15 minutes for your listing to appear.

### **Editing or Deleting a Post**

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After posting, you can edit or delete your listing at any time. If you have an account, go to your account page and click on the **postings** tab. This will load a list of posts where you can edit or delete them.

- Click **edit** to make changes to the posting text or images.
- Click **delete** to remove the post. You will be prompted to confirm deletion of the post
- Click **renew** to bump your posting to the top of the list in its category.

If you don't have an account, go to the confirmation email and click on the link. From here you can edit, delete or renew your posting.

When a buyer contacts you, you can arrange to meet them. As with buying items on Craigslist, be cautious when meeting a buyer.

## Posting a Resumé on Craigslist

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The **Resumes** category is a place you can post your resumé for potential employers to find. Keep in mind when posting that the entire world has the ability to see your listing. Do not include personal information; but do make yourself look appealing to an employer.

First, make sure you're still in the New Hampshire Craigslist, then click on the **Resumes** category. Then click **Post** in the upper-right corner. Answer the prompts as they come up. The first asks what type of post you're creating.

Then you will see the option to select what type of posting you are creating, as an individual **seeking employment, offering or advertising a service, offering a job, or offering childcare**.

The next screen is where you enter all the information for the post.

Your title should be short, to the point, but also attention-getting. Consider using this format: Your Profession / Something Interesting About You / Why You'd Be a Good Employee.

For example:

Data Entry Specialist / Most Detail-Oriented Award Winner / 120 wpm  
Plumber / Complete Toolset Owner / 15 Years' Experience

Browse the other listings to get an idea of what titles you'd click on if you were looking to hire someone.

Your description should have your work experience, education, certifications, and any special skills or other information relevant to the job you're trying to get. You can copy and paste this from your actual resumé but be aware that Craigslist is going to strip out any special formatting. You'll get a chance to preview it before it goes live. You can include a personal statement, or really, anything you like. It's a good idea to leave out personal information like your mailing address.

The availability and education options are used as filters by people looking through the listings, so fill them out honestly.

You have the option on the next page to include images. Some people include a headshot, or photos of themselves at work. Most listings in this category don't have images.

The next page is where you can preview your listing. If you like it, click **Publish**.

If you're open to jobs in Massachusetts, then navigate to one of the Massachusetts' Craigslist pages and the **Resumes** category and post again.

## Conclusion

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Craigslist can be a good resource to find local items, jobs, housing, or a personal connection. Take some time to browse around on it to get a sense of which listings might be scams and which not. As with many places on the internet, it has its own culture and the more you understand it, the more successful you'll be at using it effectively.

## More Resources

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Craigslist's page on Avoiding Scams - <https://nh.craigslist.org/about/scams>

How to Post a Resume on Craigslist - <https://www.findmyprofession.com/career-advice/craigslist-resume-how-to-post>

10 Ways to Determine if a Craigslist Job Posting is Legitimate - <https://biginterview.com/craigslist-job-posting-legitimate-scam/>

6 Ways to Apartment Hunt on Craigslist Without Getting Scammed - <https://www.wisebread.com/6-ways-to-apartment-hunt-on-craigslist-without-getting-scammed>

20 Important Tips for Selling on Craigslist - <https://moneyinc.com/tips-for-selling-on-craigslist/>

How to Buy and Sell Safely on Craigslist - <https://www.lifewire.com/how-to-buy-and-sell-safely-on-craigslist-2487155>