

## How to Apply for Jobs Online

*When you're looking for a new job, many of your applications will be completed online directly on an employer website. Before you start completing online job applications, you must first prepare by gathering all the information you'll need to apply. It will be easier to get your applications in if you have all the employment information employers want on hand.*

*It's important to follow all instructions when applying for jobs online. You may need to fill out a profile, upload your resume and cover letter, and/or take an employment test as part of the online application process.*

*Regardless of how you apply, it's important to follow the company's application instructions, to submit all the required materials, and to carefully proofread your application before you click the "Submit" button.*

*Keep track of the job site accounts you create so you can track your applications, apply for more jobs, and keep your resume updated.*

### **1. What You Need to Apply:**

To apply for a job online and to complete online job applications, you'll need internet access, an email address to use for job searching, an up-to-date resume, a cover letter for some jobs, your employment history, and your availability.

Be certain to set up a professional email account for your job search. Avoid unprofessional email addresses like partyperson@email.com. Stick to addresses that simply include your name and some numbers (but not your year of birth).

Also, as part of the job application process, you may need to take an online employment test and be prepared to provide employment references.

## **2. Get Your Resume Ready:**

Before you start looking for jobs and completing online job applications, you'll need an updated version of your resume ready to upload. You may also need a cover letter to apply for some jobs.

Make sure your resume includes your current contact information and work history. Save your resume as Your Name Resume.doc, rather than with a generic file name like "resume." This way, the hiring manager will connect you with the resume when they review it.

Some sites let you upload an existing resume from Microsoft Word on your computer with the click of a button. Sometimes you will be asked to convert the document to a PDF or other kind of file. On other sites, you may need to copy and paste your resume into an online profile or use a resume builder that is incorporated into the job application system.

## **3. Know Your Employment History and Gather All Information**

Have the details of your employment history ready including job titles and starting and ending dates of employment for each position. You may need the full address of your previous employers, along with the phone number of the company and your supervisor's name and title.

*Below is a list of some of the types of information which you may need to supply, though not all of this will be required for every application.*

- Name, address, telephone number, email
- Desired job
- Desired salary
- Previous jobs including titles, duties, employers, locations, and dates of employment
- Names and titles of previous supervisors and their contact information
- Permission to contact your current employer
- Reasons for leaving prior jobs
- Educational background including majors, degrees, schools, locations, dates of attendance/graduation, GPA, honors, awards
- Languages spoken
- Military experience
- Volunteer work
- Specific skills related to the job
- Essay with topics such as why you're interested in, or qualified for, the job
- How you learned about the job
- Employees you know at the company
- References (typically three references with their contact information)
- Licenses/Certifications
- Whether you have reliable transportation for work purposes
- Whether you have the authorization to work in the US
- Times and days available to work

#### **4. Apply for Jobs on Company Career sites**

Company websites are the best source to directly search for and apply for jobs online. There is usually a link at the bottom of the home page to the Career site.

Apply directly on the company website whenever possible, even if you find the listing elsewhere. This way, your application will go directly into the company's applicant tracking system and you'll be able to monitor its progress.

## **5. Create Accounts on Company**

Most company websites require users to create an account when they apply for jobs.

To create an account, you'll need to register with a current email address so that your account can be confirmed. Your username will either be your email address or a name you select. You'll be able to choose a password for your account.

Some sites allow job seekers to register with their Facebook or LinkedIn information. On those sites, you'll be able to use your Facebook or LinkedIn username and password to access the site. You may also be able to import your employment history from the site you use to connect.

## **6. Employment Assessments**

Along with filling out a job application online, you might also be asked to take an employment test. Some tests, called talent assessments, assess your skills or even your personality to see if you are a good fit for the job and company. Sometimes you are told immediately after taking the test whether you moved on to the next round of the hiring process or not. Others take more time. An assessment may follow the online application or a link to the assessment may be sent to your email address.

## **7. Applying for a Job Via Email**

Some employers, especially smaller companies, do not have systems in place to handle online job applications, and you may need to apply via email. There is a right way, and a wrong way, to send your resume and cover letter.

All of your communications should be professional! You should prepare your cover letter and resume to send as email attachments. Your documents should be sent as either a PDF or Microsoft Word document. Use your name as the file name so that the employer knows whose resume and cover letter it is.

Once you have saved your resume and cover letter, write an email cover letter to send with your documents. You can either write your cover letter directly in the email message or attach a copy of the cover letter. Either way, it is important to follow the directions in the job posting when emailing your cover letter and resume or your application may not be considered.

Your email cover letter should not be any longer than two or three short paragraphs.

The Subject Line in your email message is one of the most important parts of the email. Make sure your email includes a Subject Line that explains to the reader who you are and what job you are applying for. Add your Subject Line to the email message before you start writing the message. That way, you won't forget to include it afterwards.

Your email should include an email signature with your contact information so that it is easy for the company to reach you. Include your full name, your email address, and your phone number in your email signature.

Once your email message is ready to send, attach your resume and cover letter (unless you have written this as the message).