

How to Apply for Jobs Electronically

Online Applications

- Ensure you have all the necessary information to complete the full job application before you begin – some applications have time limits.
- Read each question carefully before providing an answer.
- If required, attach a copy of your cover letter and/or resume – follow any suggested file formats. Some sites let you upload an existing resume from Microsoft Word on your computer. Sometimes you will be asked to convert the document to a PDF or other kind of file.
- If you have word processing software other than Microsoft Word, save your resume as a Word (.doc or .docx) document. Depending on your word processing software you may be able to: File, Print to Adobe PDF or File, Save As, and choose the PDF option. If not, there are programs you can use to convert a file to a PDF. Saving documents as PDFs helps ensure that no formatting errors will appear if the person opening the documents has a different operating system from your own.
- Some online applications will require a cover letter and/or resume to be typed directly in the application – copy and paste existing cover letter/resume there.
- For safety reasons, remove personal address and phone number when uploading resumes and cover letters to job search websites; employers can contact you by email.
- As part of the job application process, you may need to take an online employment test and be prepared to provide employment references.
- Some job boards and company websites require users to create an account when they apply for jobs. It's a good idea to start by creating an account on at least one of the major job boards. If you're seeking a professional position, it's also important to create a profile on LinkedIn.

By Email

- Send work-related emails from a professional email address. Try creating an email address with your name, such as john.smith@gmail.com.
- If a photo of yourself displays in emails, be sure it is work appropriate.
- Double-check that you have typed the correct email address in the “To” line.
- Include a professional Subject Line that is related to the email content; if the employer has requested that you include a specific piece of information here, be sure to follow their instructions.
- Include a brief, professional message indicating which position you are applying for.
- Attach a copy of your cover letter and/or resume – only attach additional documents if requested.

Sample

To Whom it may Concern,

Please see my attached cover letter and resume for the position of General Labourer as posted on the “XYZ Website”. I look forward to hearing from you to further discuss my skills and qualifications

Thank you for your time and consideration.

Sincerely,
John Smith



By Fax

- Fill out a fax cover sheet so the correct person receives the fax.
- Direct faxes to the person specified on the job description. If no contact person is mentioned, identify job number and position title - otherwise direct to Human Resources.
- Include a brief, professional message indicating which position is being applied for.
- Include a phone number and/or email address so you can be contacted if there is a problem with the fax, if more information is required, or to schedule an interview!

Regardless of how you apply for a job electronically, 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 "Submit". Good luck!



Region of Waterloo