



Applying for Jobs by Email

In this lesson we will learn how to apply for jobs by email. This can be a very quick way of applying for jobs with the help of copying and pasting.

Universal Jobmatch

1. With Universal Jobmatch you will have to learn how to apply for jobs by emails. If the apply button is missing underneath the job description, look down the left hand side of the page there will be an email address, or in some cases just a phone number.

No apply Button.

Job tools

[Print](#)

[Save](#)

Do you have the skills you need?
Quickly see if you're suitable for the jobs that interest you.

[Review your skills](#)

Job summary

Job ID
21898996

Posting Date
19/01/2016

Company
Easyklean UK Ltd

Location
UK-HC-Abingdon

Industries
Government and public sector

Job type
Part time less than 30 hours

Career level
None

Hours of Work
Flexitime
Shift work

Application methods
Email: stephanie@easyklean.com

RIZ MA Ltd t/a Easyklean

Cleaner

Job description

Cleaner required for Abingdon area. The job is 7 days per week, for 2 and a half hours per day. It is a key job to be finished before 9am.

Good rates of pay. Full training given.

Duties will include hovering, mopping, dusting, toilet cleaning and other cleaning duties.

Pay is monthly and will be paid directly into your bank account.

Or, tell us why you don't wish to apply for this job.

[Submit](#)

[Back to top](#)

Email address at the bottom of Job Summary.

Forget about the submit button, this is for if you don't wish to apply for this jobs. As you can see from the drop down menu above.

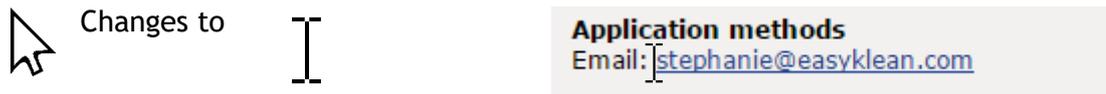
2. Next, highlight the email address.

NOTE:

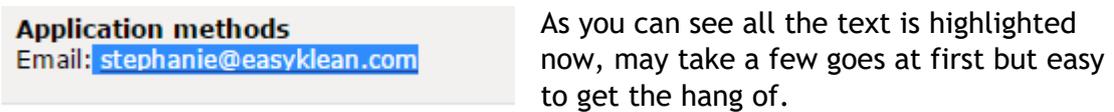
If you left click on the email address, your computer will try to access a local based email client (one that can be installed on your computer).

We only would install one of these local based email client on a personal computer we own. Mostly we use Web based emails, where we use a web browser to do a search for Outlook, Gmail, or Yahoo for example. That is how you can access emails from any computer.

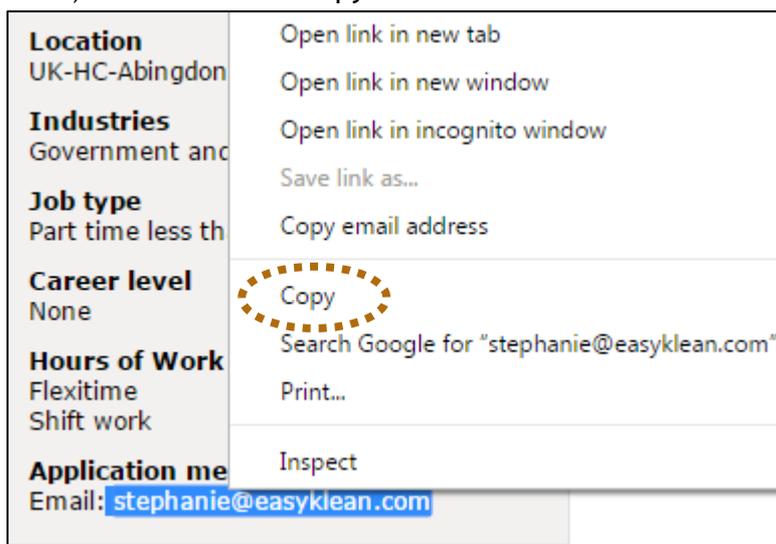
- Place the pointer of your mouse just before the email address. Then you will notice the pointer change to the highlighting bar (Also known as I beam Icon).



- Then left click and drag along keeping your finger on the left button of the mouse.

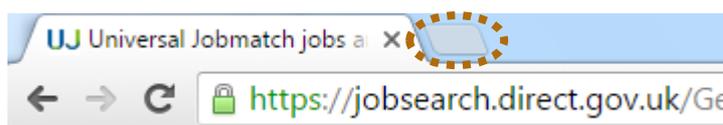


- Then right click copy on what you have highlighted (The email address on the Blue) and then select copy.

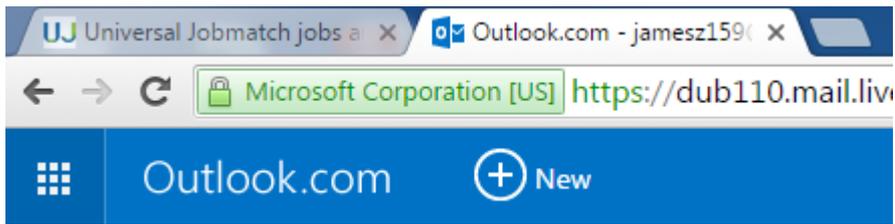


Your computer will now remember what you have copied.

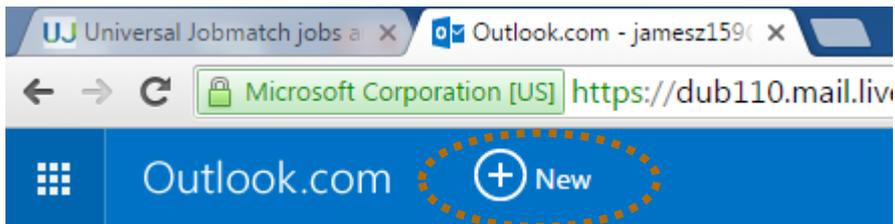
- What we need to do now is send an email. Open up a new tab if you don't have your emails open in the web browser already.



- Depending on what email you use, log into your emails - in this case we will be using Microsoft Outlook. You can still access Universal Jobmatch by using the other tab.



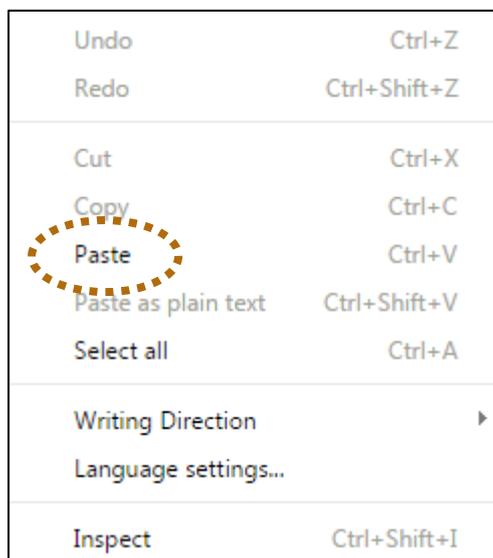
8. Click on New, or if using Gmail would be compose.



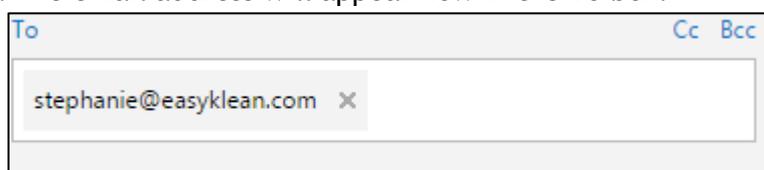
9. Right Click in the To box to paste in the email address you copied before.



10. Then select Paste this will now put in the email address you copied before. There is also less room for error then having to write the email address (So is always better to copy and paste).

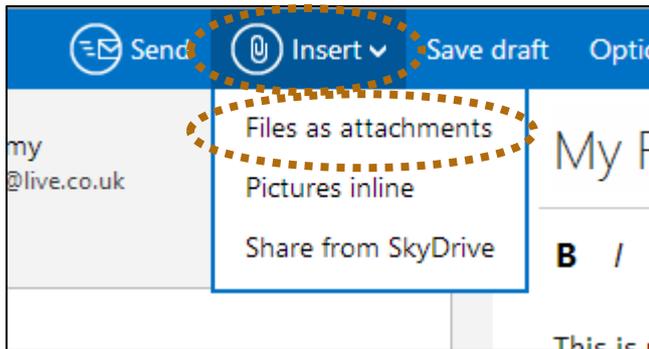


11. The email address will appear now in the To box.

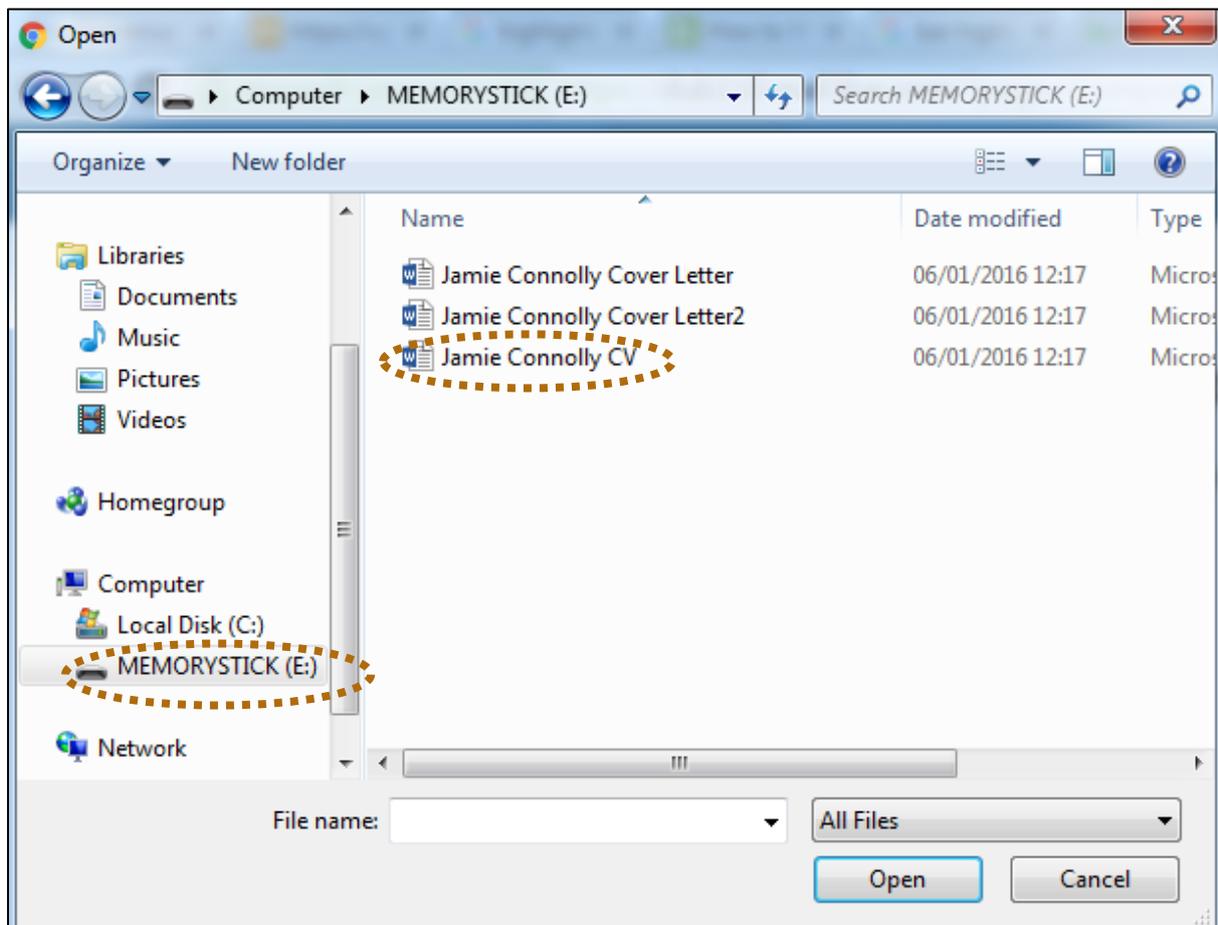


Attaching CV

1. Now we want to attach your CV. Click on Insert first then Files as attachments.



2. Depending on where your CV is stored, locate and attach your CV. In this example we will use the method as if you are attaching from a memory stick. Click on your Memory stick down the left hand side, then double click your CV.



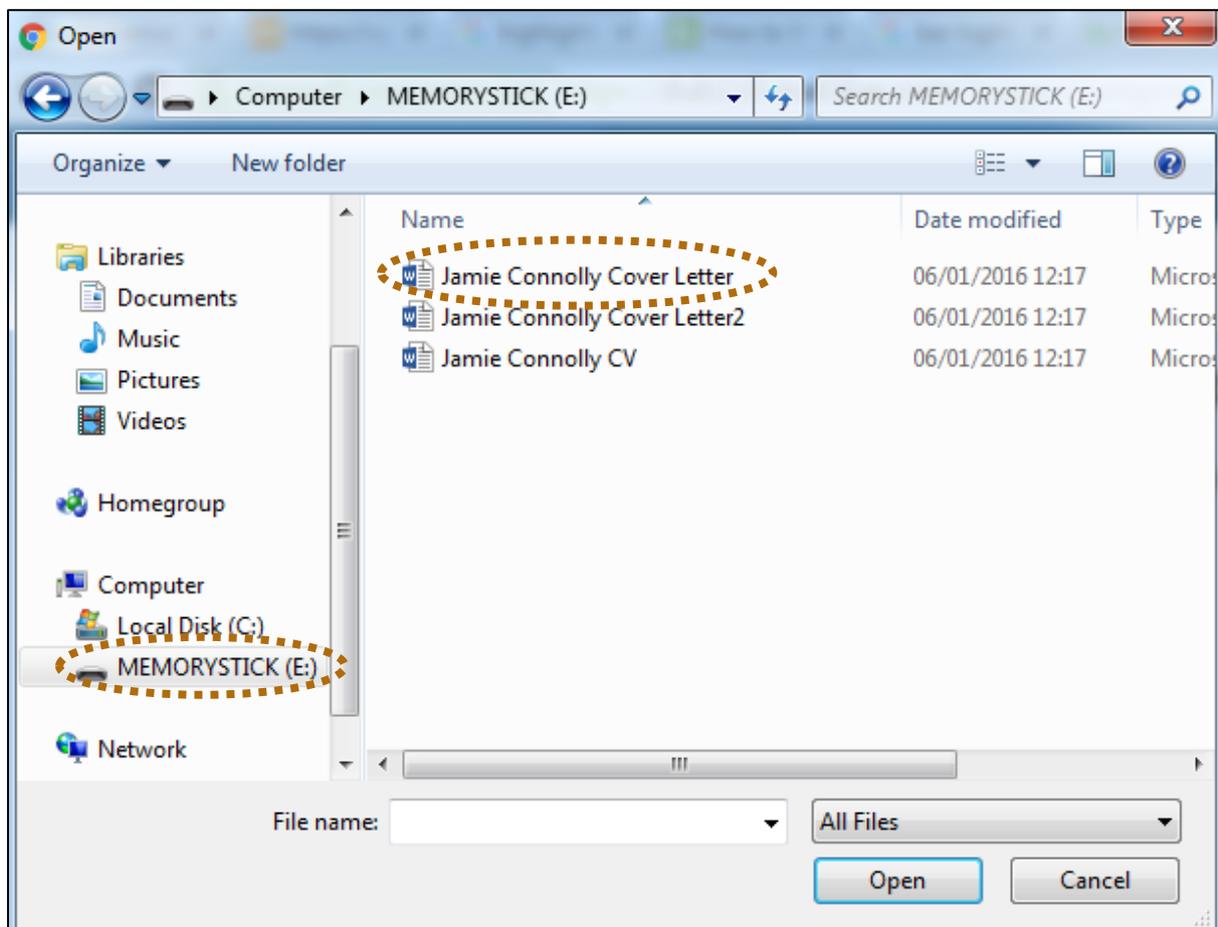
1. If you don't have a memory stick you may have to download your CV to a location on your computer. When attaching files or a CV, most of the time you have to have it on the computer you are using. As you can see above when attaching a file it searches the file system on your computer.

Adding Your Cover Letter

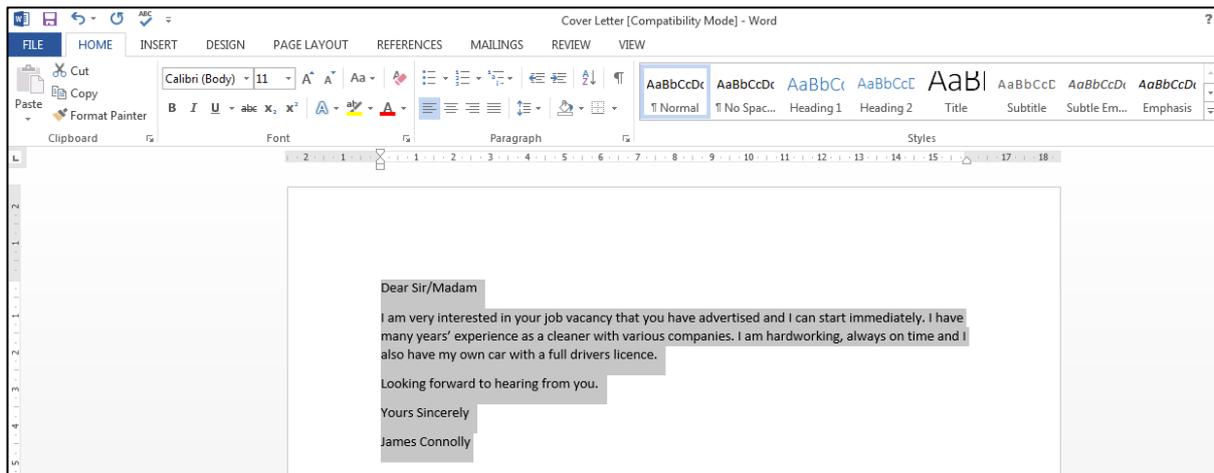
1. To locate your cover letter, in this first example we are going to use one that is stored on a memory stick. Select the Folder Icon on the Taskbar bottom of the Desktop (Also known as Windows Explorer)



2. Select Memory Stick again but this time select one of your cover letters (Double Click to Open).



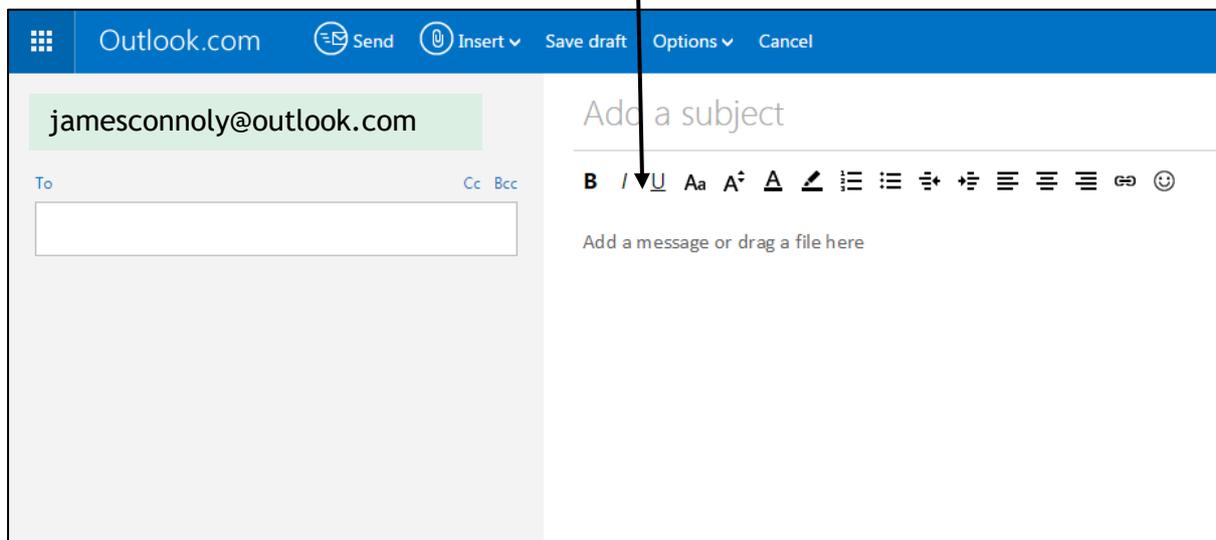
3. Highlight your cover letter. Then right click on what you have highlighted and select copy.



4. Now navigate back to Google Chrome on your Taskbar along the bottom of the desktop.



5. You should be back to your Outlook, right click in the message box below and then select paste.



6. Your cover letter copied from your file on memory stick, will now appear in the email, that you want to send.
7. Remember to always add in the subject. This is very important because the email can end up in their junk mail. Also your email will stand out in their Inbox.

Left click in the Subject box and put in the title of the job you are applying for, then add the vacancy for the job you are applying for. Some jobs may have a reference number and it's a good idea to put that in the subject box too.



Downloading CV from Your Emails

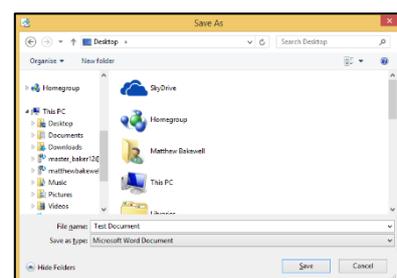
1. If you don't have a memory stick, your CV may not be on the computer. Most of the time when you attach a CV, you will be directed to select you CV from the file system on your computer. To apply for most jobs your will have to download your CV to a location on the computer.
2. Click on the attached file you want to download.
Note: Don't click on "View Online" as it will just open the file in Internet Explorer!!



3. At the bottom of the screen a box will appear. Click on the black arrow beside "Save and then choose "Save As"



4. Navigate to the "Documents" and click "Save". The file will then appear on the Documents.



5. Then whenever you have to attach your C, navigate to Documents, then attach your CV from there.
6. You can also copy and paste a cover letter from Cover Letter Library in Universal Jobmatch. Also, you could go to an email you have sent before and just locate your sent folder in your emails which will have the letter attached.

You can find the Cover Letter Library along the top of the page in Universal Jobmatch



Summary

If you don't have your own computer at home it is always best to use a memory stick and that way your CV is always easy to find. One more benefit is that you won't leave your personal details on a public computer. Practice these skills with a memory stick and how to attach your C. You will become much better at using computers (multitasking) and how to navigate around the file system and between different applications.