

# Create

## Applying for Jobs by Email

In this lesson we will learn how to apply for jobs by email. If You haven't already, please complete the "Creating An Email Account With Outlook" and "Creating An Account With Universal Job Match" guides before starting this one.

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## Lesson 1: Copying and Pasting the Email Address

With Universal Jobmatch (or UJM as we will call it) you will sometimes have to apply for jobs by using email if the apply button is missing underneath the job description.

On UJM look down the left hand side of the page and there should be an email address (in some cases just a phone number which you'd have to call).

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](mailto: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.**  
-Select-

**Submit**

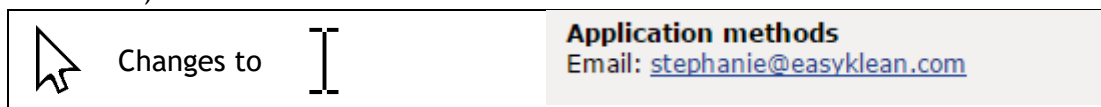
[Back to top](#)

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 job.

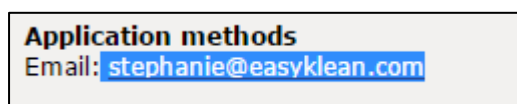
See Lesson 6 in the "Creating an Account and Using Universal Job Match" guide for more details.

1. First we need to highlight the email address. 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).



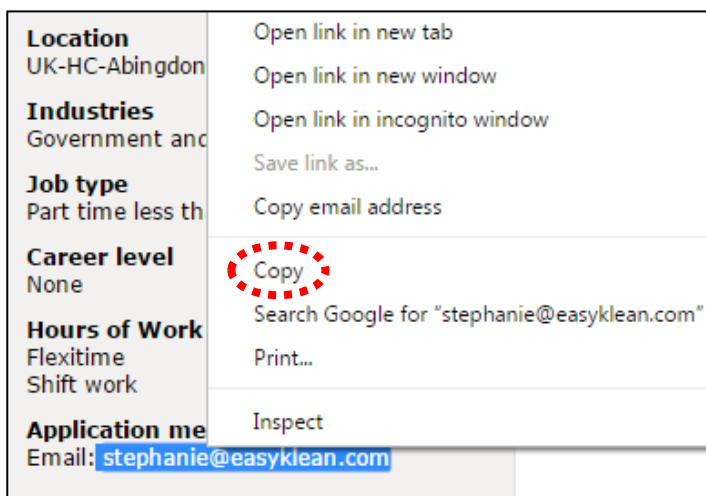
**Note: DO NOT left click DIRECTLY on the email address, your computer will try to access a local based email client which may cause some issues.**

2. Left click and hold your finger on the mouse button, then drag along the email address - release the button when you've highlighted the whole address. It should look like the image below



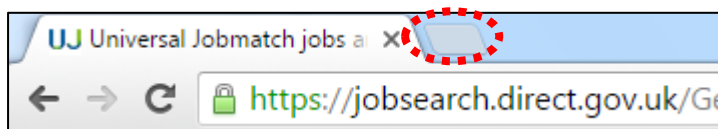
It may take a few goes at first but you should get the hang of it quickly. If you highlight too much or too little, move your mouse to a blank part of the screen and left click once, you can then start again.

3. With the mouse right click on what you have highlighted and a menu will appear, move up and left click on "Copy".

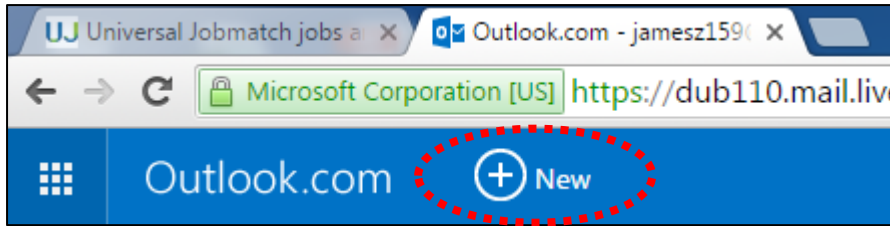


Your computer will now store this information until it is pasted.

4. Let's now access your email account. If you don't have your emails open in the web browser already, open up a new tab.



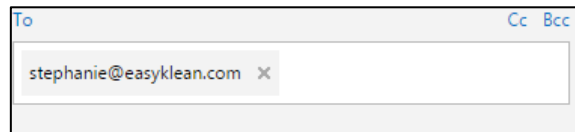
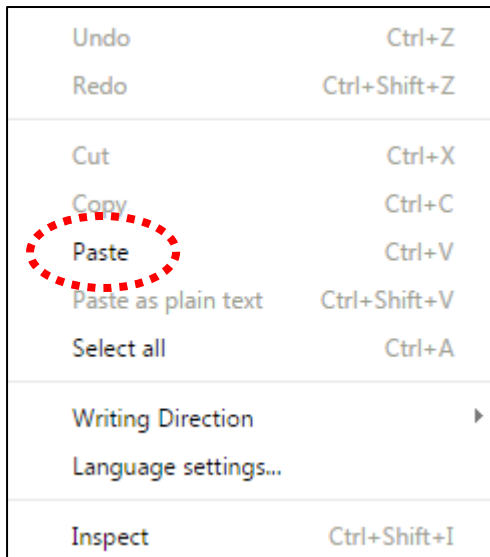
5. Depending on what email you use, log into your email - in this case we will be using Microsoft Outlook. Once you've signed in, click on "New" (if you're using Gmail would be compose).



6. Left Click in the “To” box.



7. Right click in the same spot and the menu will appear. Move down and click on “Paste” and the email address you copied will appear.



**There is a lot less room for error than having to write the email address on a piece of paper and then type it in this box, so it is always better to copy and paste.**

## Lesson 2: Attaching CV

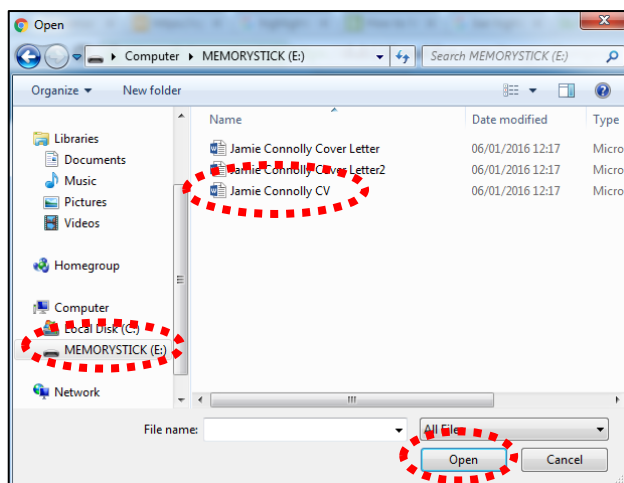
**If you don't have a memory stick you may have previously sent yourself a copy of your CV which we can download onto the computer. If this is the case, go to Lesson 4 or 5 first and then complete this lesson.**

1. Now we want to attach your CV. Click on “Insert” “Files as attachments”.



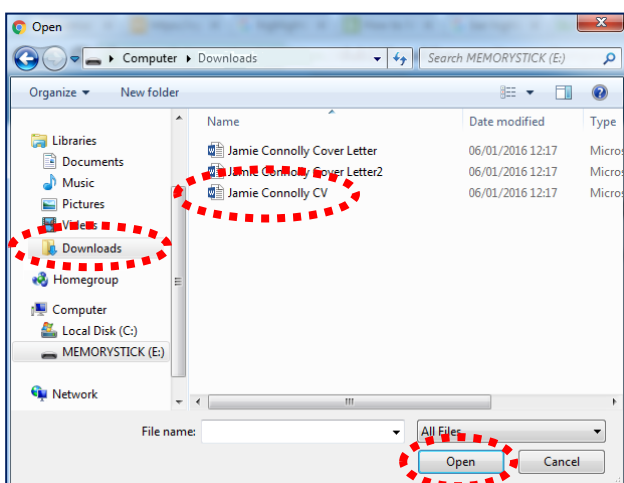
and then

2. A new window should appear. Depending on where it is stored, locate and attach your CV (below are two examples)



### FROM YOUR MEMORY STICK:

1. On the left hand menu scroll up or down until you locate your memory stick (it's usually below where it says “Computer” or “This PC”) and click once on it
2. Click on your CV and then “Open”



### FROM THE DOWNLOADS FOLDER (AFTER COMPLETING LESSON 4):

1. On the left hand menu scroll up or down until you locate the “Downloads” folder and click on it
2. Click on your CV and then “Open”

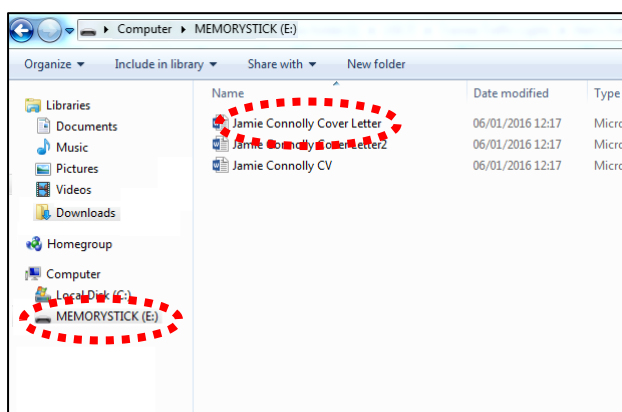
## Lesson 3: Adding Your Cover Letter

**If you don't have a memory stick you may have previously sent yourself a copy of your cover letter which we can download onto the computer. If this is the case, go to Lesson 4 first and then complete this lesson.**

1. Select the Folder Icon on the Taskbar (also known as Windows Explorer).

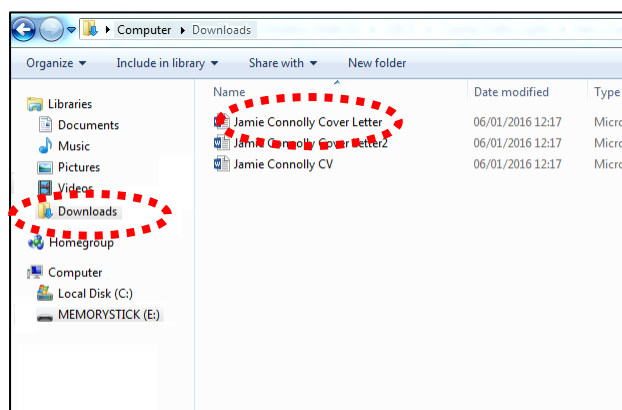


2. Depending on where it is stored, locate and open your cover letter by double clicking it (below are two examples)



### FROM YOUR MEMORY STICK:

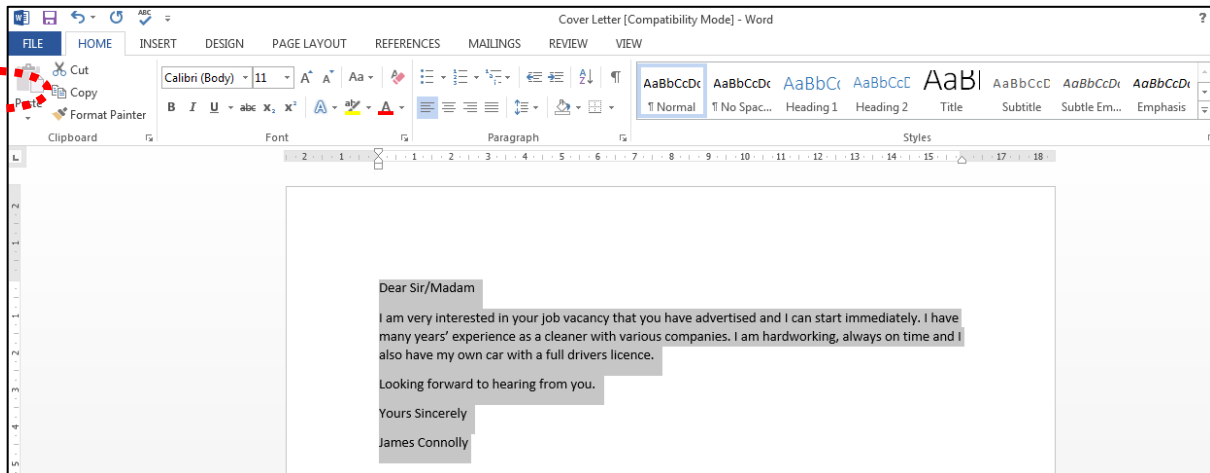
On the left hand menu scroll up or down until you locate your memory stick (it's usually below where it says "Computer" or "This PC") and double click on it.



### FROM THE DOWNLOADS FOLDER (AFTER COMPLETING LESSON 4):

On the left hand menu scroll up or down until you locate the "Downloads" folder and double click on it.

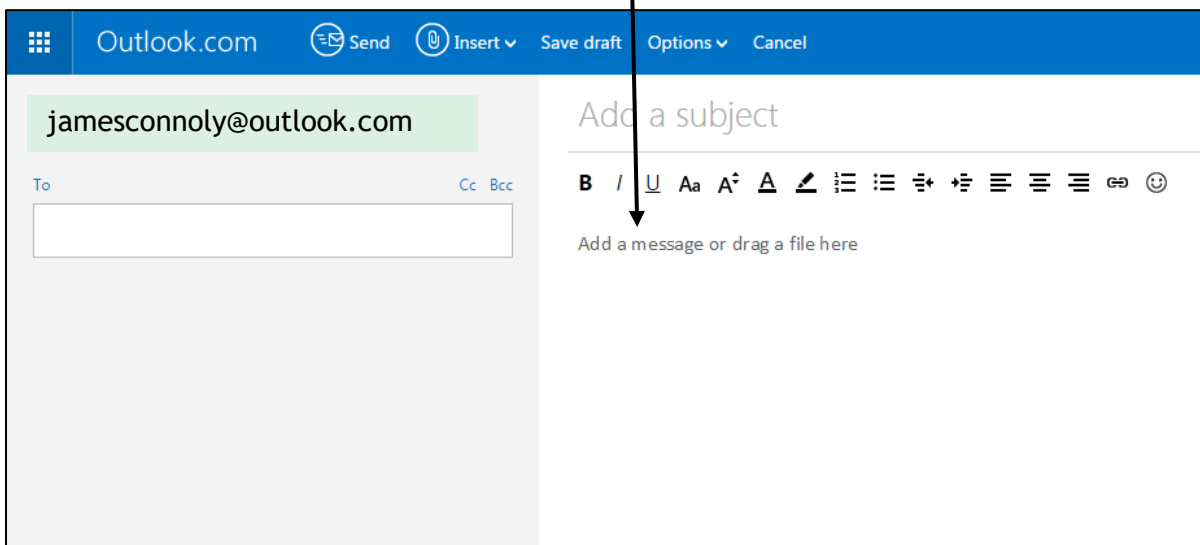
3. Highlight all of the text in your cover letter and click on “Copy” on the top left of the screen.



4. Now click on Google Chrome on your Taskbar.



5. You should be back to your Outlook, left click into the message box below.



6. On the same spot right click and a menu should appear. Move your mouse to where it says “Paste” and left click. Your cover letter

should appear in this box.

**If you do not have a cover letter anywhere you can copy and personalise the text shown in step 3**



7. Go back the UJM page and check if there is a job reference anywhere on the page. If so, copy it, return to tab with your email account, and then paste it into the “Add a Subject” box (using the same methods outlined in Lesson 1).



If there is no job reference simply type “Application for ” and then whatever the job title is.

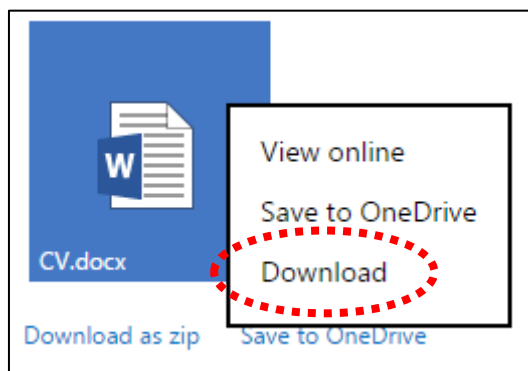
**Remember to always add in the subject as this is very important to ensure the recipient knows what the email is in regards to and prevents it going straight to a Junk folder.**

## Lesson 4: Downloading CV from Your Email Account

**If you don't have a memory stick, your CV probably won't be on the computer. In this lesson we will show you how to download it from your email account (provided you've emailed it to yourself previously). If you haven't got an email with your CV attached go to Lesson 5 to learn how to download it from your UJM account**

1. In your email account locate and open the email with your CV attached

2. Click on the attached CV file you want to and then click "Download"  
*Don't click on "View Online" as it will the file in Internet Explorer!!*



download  
*Note: just open*

3. At the bottom of the screen a box may so, click on "Save" and the file should located in the "Downloads" folder

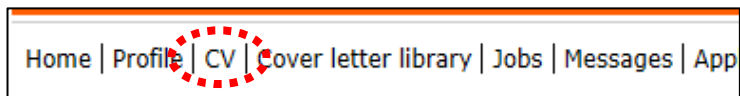
appear. If now be



4. Now go to Lesson 2 to attach the CV to your email.

## Lesson 5: Downloading CV from Your UJM Account

5. Go back to the tab with Universal Job Match open. Click on “CV” in menu.



your account the top

6. Click the “View” button

Name	Status	Source	Action
<a href="#">CV</a>	Private <a href="#">Make public (searchable)</a>	Uploaded from my computer	<a href="#">View</a> <a href="#">Copy</a> <a href="#">Delete</a>

7. Highlight all the text in your CV, right click and when the menu appears left click on “Copy”

**CV**  
Uploaded CV

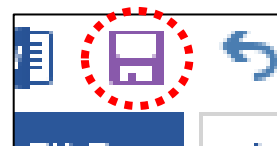
Albert Lane  
Telephone: 0712345678  
Email: albertlane@hotmail.co.uk

**Personal Profile**  
I consider myself to be an enthusiastic, hardworking, conscientious individual, with a varied career history and now look ing to transfer my valuable skills. My reputation has been built on a hardworking can do attitude, welcoming challenges. I am receptive to new methods of work and eager to learn new skills, I am customer focused and recognize the importance of understanding customer's requirements and the need to meet deadlines while working under pressure.

**Skills and Attributes**  
Good knowledge of the tools, equipment, materials etc.  
Awareness about different techniques of roof repair and installation.  
Ability to work at great heights and inclined surfaces.  
Ability to supervise others.  
Able to understand oral and written instructions effectively.

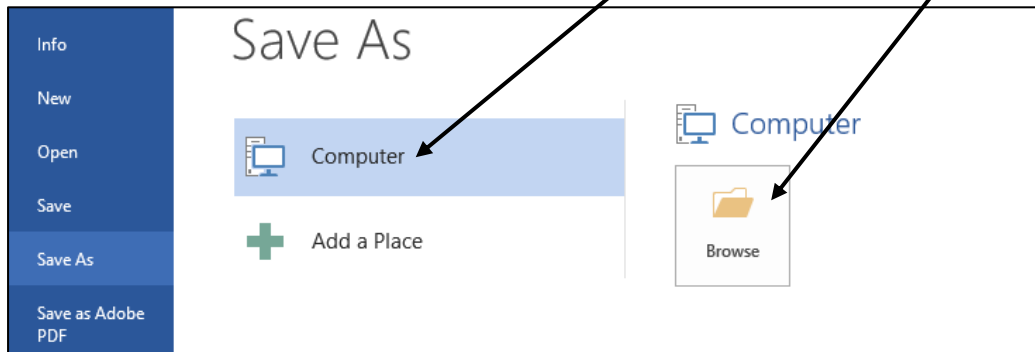
8. Open up a blank Microsoft Word document and then click “Paste” at the top right of the screen.

9. Make sure everything looks correct (if not edit it so that it then click the “Save” button at the top left of the page.

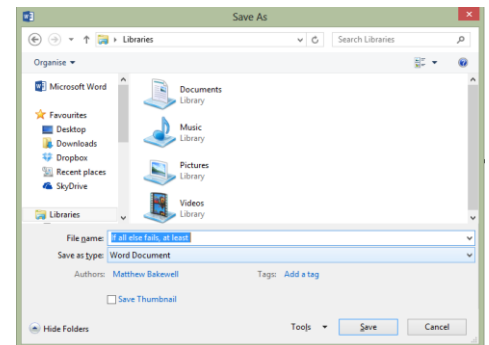


does) and

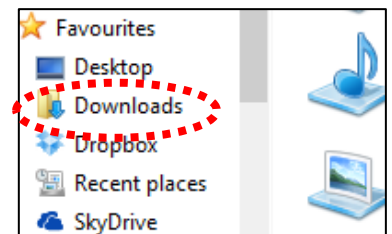
10. IF the screen below appears click on “Computer” and then “Browse” (otherwise go straight to step 7)



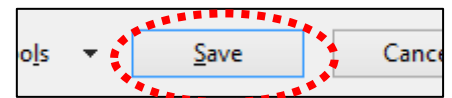
11. A new window will open which should look like this:



12. You will notice a list on the left of this box. This is a list of common locations on your computer to save files for easy access. Click on the icon that says “Downloads”



13. Near the bottom of the window you will see a small box with “File Name” beside it. We’re going to type what we want to call the file into this box. At the moment the text is highlighted in blue, this means that when you start to type the name it will immediately delete the current text and replace it with whatever you type. Let’s call this document “CV”. Once you’ve finished typing the name click on “Save” at the bottom right.



14. Now go to Lesson 2 to attach the CV to your email.

**Note that you can follow steps 1 to 3 in this lesson if you want to copy your cover letter from your UJM account and then jump to step Lesson 3, step 4**

## 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.