

How to Submit an Online Job Application

Computer Skills Needed

To apply for a job online, you must have basic computer skills to be able to navigate through, and complete, the application. Necessary skills include: the ability to sign onto the computer, use a mouse, enter information, send and receive emails, use drop down menus, use radio buttons, text boxes and text areas, copy and paste, etc. If you do not have these skills, it is unlikely that you will be able to successfully complete an online application.

In some cases, online applications have time limits, and if you do not have the computer skills to complete them quickly enough, submitting your online application may be impossible.

Need to Improve Your Computer Skills?

The American Job Centers - Eastern Region offer several Computer Skills Workshops that will teach you the skills you need to apply for jobs online. Ask for a copy of the Workshop Calendar at the Front Desk to learn more.

Email Address

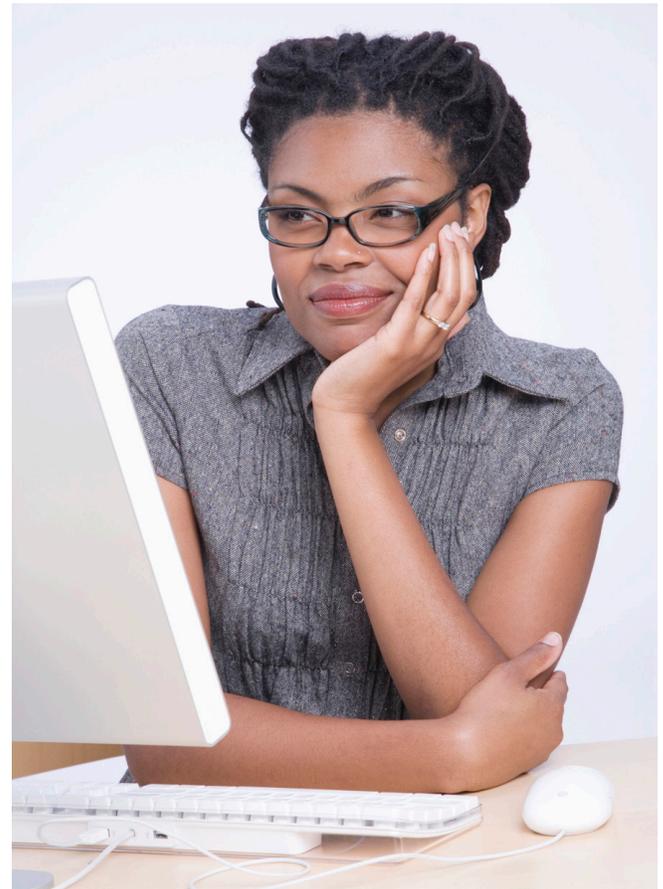
You will also need an email address. If you do not have a current email address, please either attend the "Email for Beginners" Workshop or ask the Front Desk staff for the instructions on how to create a Gmail email address.

Ready to Apply Online?

If you have the computer skills needed and a current email address, let's begin.

You should be prepared with as much information as possible before starting an online application. Some applications can take up to an hour or more to complete so allow for plenty of time. You can expect to answer the same types of questions that you would find on a paper application.

Make certain to have the following information at your fingertips:



1. Full name and address, including your mailing address if it is different than your physical address.
2. Social security number, as well as your driver's license number.
3. Telephone number(s) where you may be reached during the day, including your cell phone number (if applicable).
4. Work history with dates, salary, and reason(s) for leaving
5. Educational background – highest grade attended, date(s) of graduation or when you received your GED.
6. References – be sure to have gained permission to use a reference's name. It is not advisable to use relatives.
7. Hard copy of your résumé
8. Electronic copy of your résumé

Some companies use automated systems to screen résumés and applications before forwarding them on to human resources personnel. You may be asked some general questions about your personal and professional goals, as well as your outside interests. It is important to answer these questions to ensure that your application gets processed.

Log onto the company website or ‘click through’ from the job posting

1. Locate the “Careers” or “Employment Opportunities” link on the company website.
2. You may be asked to select the city, state, and location of the job in which you are interested. You may also be required to watch a video about the company, or answer a series of questions about your qualifications prior to applying.
3. You may also be asked to register on the website by creating a User Name and Password. Keep it as simple as possible, and be sure to write it down before entering it in the system for future use. (Your password will appear as asterisks for security reasons.)
4. Follow the steps of the online application and be sure to complete every section completely.
5. Be sure to avoid spelling errors and proofread your application very carefully before submitting it.



Attaching a Cover Letter and Résumé

Some companies allow you to apply online by attaching your plain text résumé and cover letter.

Proofread your email for grammar and spelling very carefully. Remember, you only have one chance to make a good first impression.

Be brief and to the point. Your cover letter should not be any longer than two or three short paragraphs.

Make sure you include your full name, email address and phone number.

Include the title of the position you are applying for in the subject line of your message.

If the job posting asks you to send an attachment, be sure to convert your resume to an ASCII plain text resume.



Do you need to learn/refresh your Computer Skills?

Check out the Computer Basics workshop offered at all American Job Centers - Eastern Region locations.

Do you need an email address?

Do you have an email address, but don't use it?

Check out the Email for Beginners workshop offered at all of our Centers.

Want to enhance your computer skills and/or expand your job search network?

Check out the Introduction to Microsoft Word workshop and the Professional Networking Online workshop offered at all of our Centers.