

# Job Seeker Overview

## Here's how you can use the Job Connection.

It's designed so that you can connect with job opportunities by searching for and apply to jobs. The Dashboard is the first screen when you login to your account. You will see a Tip of the Week, Verse of the Day, Job News and Events and an area to send feedback and get prayer in your job search. There are also links for you to easily get to any part of the website.

## How do I sign up?

Go to your Job Connection website.  
Click on the button that says "New Job Seeker".  
Complete the registration and login.  
Now you are ready to input your cover letter and text resume.



## How do I search and find jobs?

You can search by keyword, category and zip code on the Job Connection. There is a Search Jobs bar on every page of the website, which looks like this:

Search Jobs:   Zip Code:

### Keyword

The first field is the keyword search. This searches the job titles and will display any jobs in the system that match the word you entered.

### Category

You can search by Category (the drop down) and leave the keyword field blank and you will see every job posted in that category.

### Zip code

You can also search by zip code. This will show you the distance of the job from the zip code you entered. This can be used with any combination of a keyword or category and will display the jobs with the number of miles from the zip code entered to the job address.

You can search by using a keyword and a category and a zip code or any combination of those.

## How do I input my Cover Letter and Text Resume?

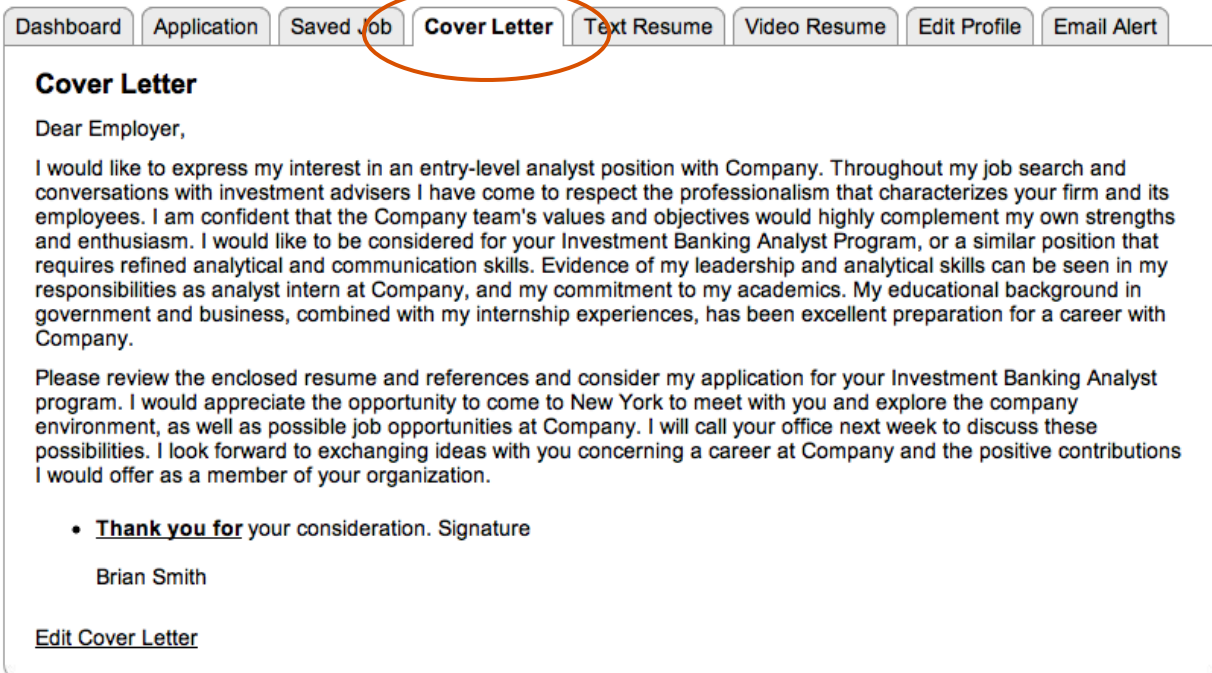
### Cover Letter

Login to your account.

Click on “Cover Letter”.

Click on [Create a New Cover Letter](#).

**Brian Smith** [View Career Profile](#)



The screenshot shows a user interface for a career profile. At the top, there is a navigation bar with several tabs: Dashboard, Application, Saved Job, Cover Letter, Text Resume, Video Resume, Edit Profile, and Email Alert. The 'Cover Letter' tab is highlighted with an orange oval. Below the navigation bar, the 'Cover Letter' section is displayed. It starts with a salutation 'Dear Employer,' followed by a paragraph of text expressing interest in an entry-level analyst position. The text continues with a second paragraph and a bulleted list containing the phrase 'Thank you for your consideration. Signature'. The name 'Brian Smith' is listed below the list. At the bottom of the section, there is a link labeled 'Edit Cover Letter'.

You will want to post a general cover letter that tells employers what job you are looking for.

## Text Resume

Login to your account.  
Click on "Text Resume".  
Click on [Create a Resume](#).

Resume Title	Status	Last Updated	# Views	
<a href="#">Management</a>	Active	Apr 12, 2010	0	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Deactivate</a>
<a href="#">Zan Test</a>	Private	Feb 04, 2010	0	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Activate</a>
<a href="#">Zan Test2</a>	Private	Feb 04, 2010	0	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Activate</a>
<a href="#">Zan Test 3- Plain Text</a>	Private	Feb 04, 2010	0	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Activate</a>

You can create up to five different text resumes. Create a title for each resume. The titles are for your reference and cannot be seen by employers. If you use Microsoft Word, click on the blue W (see below), then paste your resume. This will take away weird formatting and make it look good online. If you use any other software, such as Pages, you can copy and paste into the text box. You can reformat once it has been copied and can use the Spell Checker to make sure your resume has no errors.

**Text Resume**

Resume Title (max 80 characters):

Titles cannot be searched by employers. Use a title that helps you remember what information it contains. To Copy from Word, click on the Clipboard with the blue W in the tool bar. To Copy from Plain text, click on the Clipboard with the black T.

Resume Text:

Click [Save Resume](#).

Now your resume is in your Career Profile. You can have up to five resumes on the system but only one can be active. That means that the resume can be searched by employers via a resume database.

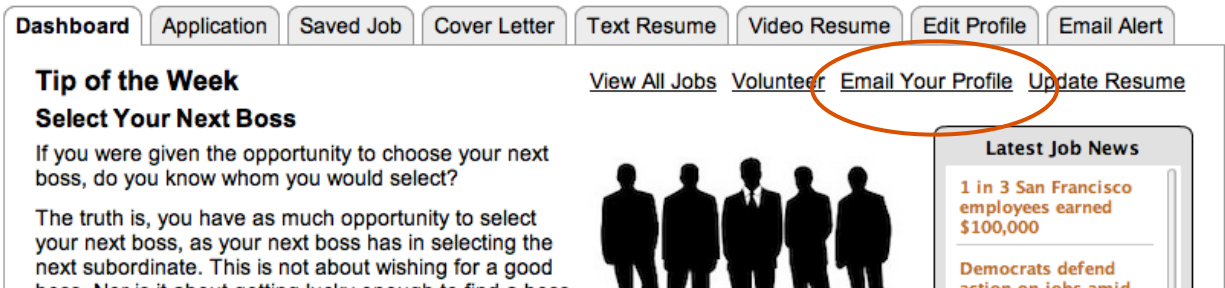
## What is a Career Profile?

The Career Profile is an online profile which includes your Cover Letter, Text Resume, and Contact Information. This is designed so that employers can take a look at all of your information very easily and determine if you are a good fit for their position. The profile gives you an online presence and can also be emailed to anyone outside of the Job Connection website. If you find a job that you would like to apply for, email them your Career Profile.

## How do I email my Career Profile?

Login to your account and you will be on the Dashboard.  
Click [Email Your Profile](#).

Below is the page that you use to input their information and send the employer your Career Profile. They will get an email with a link to your Career Profile on the Job Connection.



The screenshot shows a dashboard with several navigation tabs: Dashboard, Application, Saved Job, Cover Letter, Text Resume, Video Resume, Edit Profile, and Email Alert. Below the tabs, there is a "Tip of the Week" section titled "Select Your Next Boss" with a question about choosing a boss. To the right of this section, there are links for "View All Jobs", "Volunteer", "Email Your Profile", and "Update Resume". The "Email Your Profile" link is circled in orange. Below the links is an image of five silhouettes of people in business suits. To the right of the silhouettes is a "Latest Job News" section with two headlines: "1 in 3 San Francisco employees earned \$100,000" and "Democrats defend action on jobs amid".

## Email Your Profile

You can send your Online Career Profile to anyone outside of this website. Just fill out the information and the recipient will get a link to view your Online Career Profile.

Recipient Name(\*):

Recipient Email(\*):

Comment:

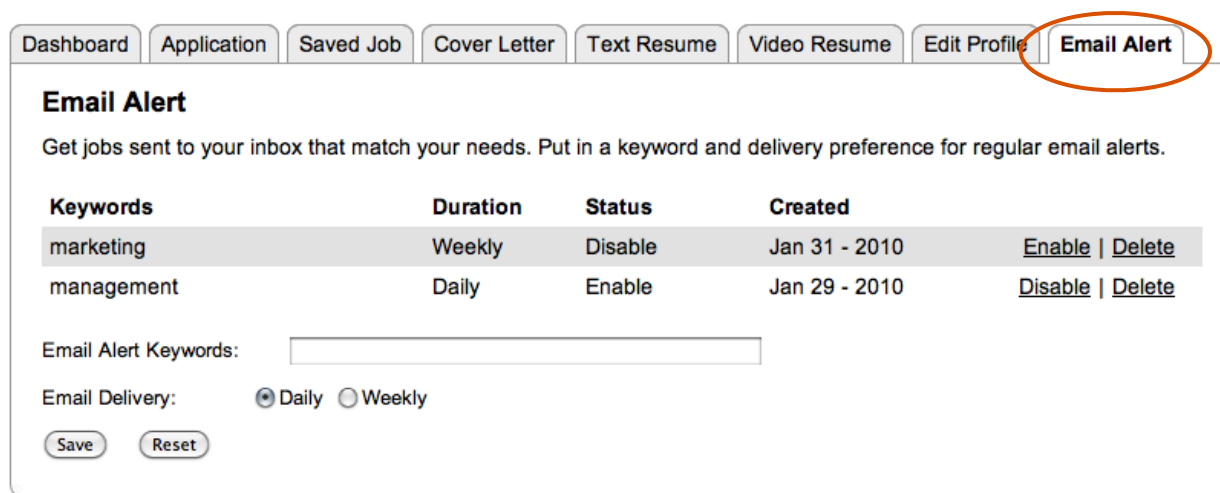
## What is an Email Alert and how do I set that up?

The Email Alert is a easy way for you to receive emails with new jobs posted on the Job Connection. You can have emails delivered to you daily or weekly with new jobs matching your keywords.

Login to your account.

Click on “Email Alert”.

Put in a keyword like “marketing” and choose daily or weekly.



**Email Alert**

Get jobs sent to your inbox that match your needs. Put in a keyword and delivery preference for regular email alerts.

Keywords	Duration	Status	Created	
marketing	Weekly	Disable	Jan 31 - 2010	<a href="#">Enable</a>   <a href="#">Delete</a>
management	Daily	Enable	Jan 29 - 2010	<a href="#">Disable</a>   <a href="#">Delete</a>

Email Alert Keywords:

Email Delivery:  Daily  Weekly

To change your delivery or settings, click on Enable or Disable to stop or start the alerts. You can create as many email alerts as you would like.

## How do I update my profile information?

Login to your account.

Click on “Edit Profile”.

Change or update the information and click Save Change.