

How to apply for a job through your Universal Jobmatch account

Job summary

Job ID
9060478

Posting Date
23/07/2014

Location
UK-NW-Blackburn

Industries
Staffing/employment agencies

Job type
Full time

Education Level
Professional qualification/accreditation

Salary
7.50 - 8.50 per hour
GBP7.50 - GBP8.50 per hour +
dependant on experience

Job reference code
MWKO_1406108981

Application methods
Rafal Radecki
Phone: 01254 659559

1. Once you have found the job you want, make a note of the Job ID number.
2. Review your skills. Check that your skills are relevant to the job you want to apply for.

* Skills I want to be matched against 

Time Keeping

Organisational Skills [Delet](#)

Communication Skills [Delet](#)

Team Work [Delet](#)

Problem Solving Skills [Delet](#)

Ability to work under pressure [Delet](#)

[Add](#)

(Having the relevant skills for the job will put your application to the top of the list)

3. Click on the apply button found at the bottom of the page

[Apply →](#)

CV [Create a new](#)

Select a saved CV

My CV

If you have more than one, select your most recent CV

Cover letter (optional)

Use a saved cover letter or create a new one

New cover letter ▼

Enter text for cover letter

Dear Mr Brown,
Write your cover letter here. Make sure you adapt it so that it is relevant to the job you are applying for.

For example, if you are applying for a driving job mention and past driving experience and any qualifications you might have relating to it.

Yours sincerely

4000 character limit [Spell check](#)

[Cancel](#) or [Save job for later](#) **Submit** **Click this when you have finished everything.**

4. Add your most recent CV.
5. Add cover letter, remember to adapt the cover letter to the job, place, skills to fit the job and add a contact name if requested.
6. Double check everything and then click the submit button at the bottom of the page. **Submit**

Apply for a job

Click continue

Job application submitted online

Your job application has been successfully sent for this job.

Continue →

7. You will get a message telling you that you have successfully applied the job. Click on the 'Continue' button.

Application history	View all
24/07/2014 FLT Driver Company confidential	Click 'View all'

8. Back in your account click on 'View all' in your application history.

1 - 1 of 1 applications

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[FLT Driver](#)
Company confidential

[View similar jobs](#)

Application received

[Request feedback](#)

9. Click on 'Request feedback'.

10. You can also click on 'View similar jobs'.

Good Luck!





Checklist

When you are applying for jobs through your Universal Jobmatch account, make sure you have remembered everything.

- Make a note of the job ID
- Review your skills
- Submit your most recent CV
- Add your cover letter
- Request feedback on your application