

How to apply for a job through email Yahoo

Job summary

Job ID
8883844

Posting Date
16/07/2014

Company
PRS

Location
UK-Scotland-Aberdeen

Industries
Other/not classified

Job type
Full time

Salary
6.31 per hour

Application methods
Email: example@email.com

1. Once you have found the job you want, look for the contact information.
2. When you have found this either copy it or write it down.

YAHOO!
UK & IRELAND

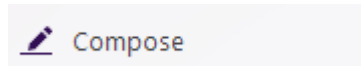
Yahoo ID

Password

Keep me signed in

Sign In

3. Go to login.yahoo.com and enter your username and password. Click 'Sign in'



4. Click on the 'Compose' button

To | **Email Bar** (who you are sending the email to)

CC ^x

Subject **Email Subject**

Your Cover letter goes here



5. Write the email into the email bar.

6. The email subject should be the job name or job ID.
For example: Cleaner Position / Job Reference:123

7. Add your cover letter from the Universal Jobmatch website or write a new one.

8. Click on the paperclip icon  and attach your CV from your USB stick or computer desktop.

9. Double check everything.

10.  Click send!



Good luck! 😊

Checklist

Before you click send make sure you have remembered everything.

- Correct email in email bar
- Subject is the job title or job ID
- You have included your cover letter
- Your CV is attached