

## How to apply for a job through email Hotmail

Job summary
<b>Job ID</b> 8883844
<b>Posting Date</b> 16/07/2014
<b>Company</b> PRS
<b>Location</b> UK-Scotland-Aberdeen
<b>Industries</b> Other/not classified
<b>Job type</b> Full time
<b>Salary</b> 6.31 per hour
<b>Application methods</b> Email: <a href="mailto:example@email.com">example@email.com</a>

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.



Microsoft account [What's this?](#)

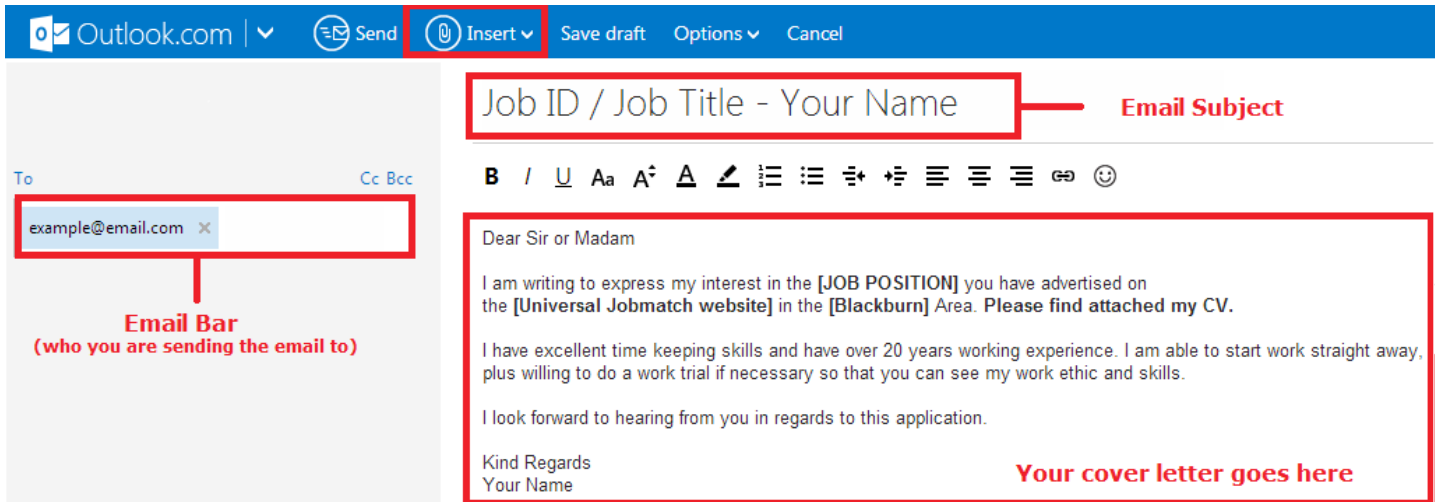
Keep me signed in

**Sign in**

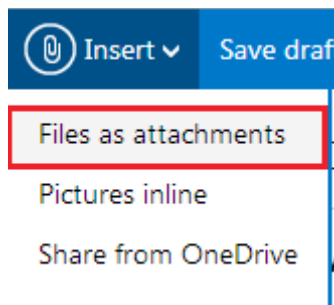
[Can't access your account?](#)


[Sign in with a single-use code](#)

3. Go to [www.hotmail.com](http://www.hotmail.com) and enter your email address and password. Click 'Sign in'
4. Click on the button to write a new email.



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.  k 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