

## How to apply for a job through email AOL

<b>Job summary</b>
<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.

# Aol.

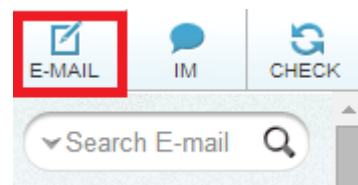
[Forgot password?](#)

☐ Remember Me

Sign In

[Sign up for a FREE account](#)



3. Go to [www.mail.aol.com](http://www.mail.aol.com) and enter your email address and password. Click 'Sign in'



4. Click on the 'E-MAIL' button

# ACCESS ABILITY .ORG.UK

The screenshot shows the top navigation bar with buttons: SEND, SAVE, SPELLING, DELETE, and NEW WINDOW. Below this is the sender information: Kelly Angel, kelly.angel@aol.co.uk, with CC and BCC options. The 'To:' field contains 'Email Bar (who you are sending the email to)' and the 'Subject:' field contains 'Email Subject'. A rich text editor toolbar is visible with icons for attachments, images, font color, bold, italic, underline, link, and unlink. The main body of the email contains the text '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 ☐