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How to apply for a job through email AOL

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.

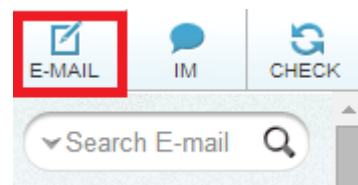2. When you have found this either copy it or write it down.

Aol.

Screen Name or Email

Password

Forgot password?

☐ Remember Me

Sign In

Sign up for a FREE account

3. Go to www.mail.aol.com and enter your email address and password. Click 'Sign in'

E-MAIL   IM   CHECK

▼Search E-mail 🔍

4. Click on the 'E-MAIL' button

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 [icon] and attach your CV from your USB stick or computer desktop.

9. Double check everything.

10. [SEND] 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   ☐