# 5 Steps When Applying to Jobs Online

## Step 1

**Go to the job search engine of your choice.** One that is widely used is Indeed.

## Step 2

Search for a job you are interested in but then **use the filtering features to hide postings that don’t fit what you are looking for**. For example:

* Set the location to your city so you aren’t getting jobs out of range
* You can often select the type (part-time, casual, full-time, etc.) of job you are looking for
* There is often a filter for remote work, meaning would you be interested in opportunities where you work from home
* It is also good to post jobs that have been posted in the last 3-7 days; job boards update fast and sometimes the quicker you are applying on new opportunities, the better your chances

## Step 3

**Read the job description carefully to determine if this is a job you can picture yourself doing and if you have the talents to meet the need.** Think about how you would talk about your experience in those areas on your resume or in an interview.

## Step 4

If the job opportunity is based on you commuting to and from a workplace each day**, open Google Maps and put the address into the search.** Set it to give you directions from your home. You can change it to car, walking, bike, or public transit to see what routes you can take and how long it will take for you to get there. Consider if the travel is reasonable and sustainable for you.

## Step 5

**Edit your cover letter and resume to tailor it to the posting you are applying for.** Make sure you include the job position, dates, your contact information is up to date, and re-word/ better highlight the talents you have that they are looking for. **Once this is done, feel free to apply.**

Want more help job searching? If you are a job seeker with a disability, connect with CCRW.