

Applying for a Job Online

Lake County Public Library

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Nowadays, when you apply for a job, it's rare that you fill out an application with a pen and paper. Most businesses put their job applications online, which means you've got to use a computer.

Why did this happen? For most businesses, this is a real cost-savings, in terms of hiring and screening out applicants who don't fit the job (people who, for example, live 50 miles from the company)

This is a basic guide for using some of the online applications that are presented when applying for a job online. Generally, when you apply for a job online, you will need:

- An electronic resume
- An electronic cover letter
- An e-mail account

A resume lets the company know what kind of experience you have.

A cover letter lets the company know who you are and why you want to work for them. It lets you address them in a more personal way.

An e-mail account gives the company a way to contact you online. (For information on how to set up an e-mail account, sign up for the E-Mail Essentials class at your library, or ask a reference librarian)

We'll talk about resumes and cover letters at the end of this lesson. For now, we're going to concentrate on the application itself.

Searching for a Job

What would you like to do for a living? It's a good question to keep in mind when you're searching. But if you don't know what you want to do, but need a job, we can show you how to do that, too.

There are lots of job sites out there. Some sites will claim to send your resume to lots of potential employers. Often, what they do is just e-mail you lists of jobs that you might be interested in.

The best way to get a result from your online job search is to apply through the company's own website. One of the easiest places to do that? Indeed.com. There are lots of job sites (you can find a list at the end of this handout), but Indeed is one of the easiest sites to work with when looking for a job.



what

job title, keywords or company name

where

city, state or zip code

[Advanced Job Search](#)

[Post your resume](#) - It only takes a few seconds

My recent searches - [clear](#)

[Merrillville, IN](#)

If you have an idea of what kind of job you want, use a search term in the “what” box. If you just want to search on what jobs are available in a certain area, don't put anything in that box at all!

Choose your location in the where – you can search as wide or as narrow an area as you want. Fair warning, though – if you just search Indiana, you're going to get thousands of jobs that aren't in driving distance!

Narrow it down!

indeed[®]
one search. all jobs.

what: job title, keywords or company

where: city, state, or zip

jobs in Merrillville, IN Jobs 1 to 10 of 6,640

Sort by: **relevance** - [date](#)

Distance:

Salary Estimate

- \$40,000+ (5988)
- \$60,000+ (2108)
- \$80,000+ (650)
- \$100,000+ (287)
- \$120,000+ (177)

Title

Company

Location

Job Type

Employer/Recruiter

[Upload your resume](#) - Let employers find you

[Merrillville/Valparaiso, Indiana](#)

Retail Data LLC ★★★★★ [10 reviews](#) - Merrillville, IN
Valid unsuspended driver's license, satisfactory driving record, reliable transportation and valid automobile insurance required....
Sponsored by **RetailData LLC** - 12 days ago

[Field Service Technician](#)

Tru-Check Inc. - Valparaiso, IN
Is seeking to fill outdoor Field Service tech positions. Additional field management positions available. These positions require extensive map reading, walking...
Sponsored by **Tru-Check Inc.** - 26 days ago

2,513 new jobs have been found since your last visit to Indeed - [View new jobs](#)

[Customer Relations Coordinator \(CRC\)](#) - new

Johnson Matthey ★★★★★ [48 reviews](#) - Merrillville, IN
The CRC will act as the point of contact for regional personnel in the field and for senior management and administration personnel regarding regional matters....

Well, we've got 6,640 jobs in Merrillville!

How can you tell which jobs have just been listed?

See the big arrow above? It's pointing to the ways in which we sort the jobs. If you want to see which jobs have just been posted to the Merrillville area, click on “date.” Indeed will automatically resort all the jobs, showing you the most recent jobs. This is the one you might want to use if you aren't sure what kind of job you want.

How can you tell what's closest to you?

Look right beneath the “relevance – data” where we were just looking. You can check all the jobs within a certain radius of Merrillville. That is to say – if you only want to drive five miles or less each morning, change it to “within 5 miles.” If you don't mind driving 50 miles each way, change it to “within 50 miles.”

What if I need the job to earn a certain amount?

If you've got a mortgage, student loans, etc., and need to a certain salary level, definitely pay attention to the sorter right below “Distance.” This one groups potential jobs into the amount of money that the employer will pay. Click on one to get all the jobs in that salary range.

Your Results:

[3rd Shift Food Clerk US 30 Merrillville IN](#) - new

Meijer ★★★★★ [1,614 reviews](#) - Merrillville, IN

This entry level team member position will be exposed to a variety of retail tasks related to product, customer service and merchandising....

9 hours ago - [save job](#) - [email](#) - [more...](#)

[Backroom Team Member](#) - new

Target ★★★★★ [11,024 reviews](#) - Valparaiso, IN - +2 locations

Target merchandise discount.|Competitive pay.|Flexible scheduling. Keep merchandise organized and accessible.|Work as part of a fast, fun and friendly Backroom...

Target Corporation - 9 hours ago - [save job](#) - [email](#) - [more...](#)

[Enrollment Services Assistant \(Evening\)](#) - new

Prairie State College ★★★★★ [13 reviews](#) - Chicago Heights, IL

Demonstrated computer data entry proficiency with accurate typing skills of 45 w.p.m. Provides ongoing support for the maintenance of Prairie State College...

6 hours ago - [save job](#) - [email](#) - [more...](#)

This is the part of the job hunt that is the most in your hands! Look at each listing. Check the location, how long ago it was posted, and the stars (the more highly rated each company is, the more stars it gets). When you find one you like, click on it.

Clicking on the blue link often takes you to a description of the job itself, where your future employer talks about the job responsibilities, the availability needed, the hours per week, salary, benefits, working conditions, etc. If it all looks good, click on the Apply Now button to begin!

Job Details Culture

3rd Shift Food Clerk US 30 Merrillville IN [Apply Now](#)

Meijer is a leading Supercenter located in five states throughout the Midwest, with over 200 stores and more than 60,000 employees. Our Midwest geography includes corporate offices in Grand Rapids, Michigan, and stores, distribution centers, and manufacturing facilities throughout Michigan, Indiana, Illinois, Ohio, Kentucky, and Wisconsin. As a multi-billion dollar retailer, Meijer is ranked as the 19th largest privately held company in the country. We have become a respected leader in the competitive retail market by sticking to our core values of customers, competition, family, freshness, and safety & health.

Currently, Meijer is looking for a Food Clerk. The individual selected for this position will be responsible for delivering remarkable customer service by providing customers with exceptional product knowledge, efficient service and a friendly attitude. This entry level team member position will be exposed to a variety of retail tasks related to product, customer service and merchandising.

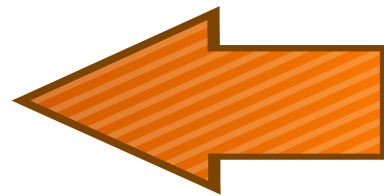
Key responsibilities include:

- Possessing a sense of urgency and comfort level to be able to work in a fast paced environment
- Building rapport with customers
- Displaying a friendly and outgoing attitude that is shown through good eye contact and body language
- Providing assistance by responding to customer questions in an effective and efficient manner
- Stocking product and maintaining product displays according to merchandising standards
- Following safety and sanitation procedures to ensure quality service and products for our customers

Qualifications

- Detail oriented and organized
- Possesses good listening and communication skills
- Has adequate knowledge of computer systems and is comfortable using them
- Is process driven and has ability to follow procedures in an organized and efficient way
- Ability to stay calm while working in a fast paced environment
- Desire to work with customers on a consistent basis
- Ability to lift, carry, push, pull, bend and twist while handling product
- Ability to stand for long periods of time

Thank you for your interest in this position. There may not be current openings for this position at this time. By submitting an application to this position, you are expressing interest should an opening become available in the future. Our recruiters routinely review available applications as openings become available.



Creating a Profile

Welcome to the Meijer Career Site!

- Applying for the first time? Click New User to create an account. **Please make note of your User Name and Password as you will need this information later in the hiring process.**
- Already applied? Sign in below using the User Name and Password created when you originally applied.
- Forgot your User Name or Password? Use the links to access that information.

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

or Sign in with:



Just like with e-mail, many job sites ask you to create a profile with them before you even begin to apply for the job. This is the point at which online applications probably lose the most people! The intention here is for the business to keep your information on file – if they don't pick you for this job, it allows you to apply for another job much more easily.

To begin creating your profile, you must create a user name and a password (write them down on a piece of paper that you keep secure). Your user name can be something basic, like your e-mail address. For your password, try to have at least 8 letters and one number.

The Long Haul

For this application, there are 10 parts. This application could take a while! Don't lose hope, though. Carve out a few hours each day in which to apply for jobs. It's time-consuming, but it's the way to results. And after a while, you'll have your answers down pat, so it will take less time with each application.



Required Information

*Source Type

Job Board

*Job Board

Indeed.com

Personal Information

Please enter all relevant personal information in the fields below.

*First Name

Mary

Middle Name

*Last Name

Fugazzi

*Street Address (line 1)

100 North Drive

Address (line 2)

*City

Merrillville

*Place of Residence

Country

United States

State/Province

Indiana

*Zip/Postal Code

46310

See a red star next to a box? That means you have to fill it out if you want to complete the application! Also, if your application has a save option, use it often!

Save and Continue

Prescreening Questions

*3.How many years of retail experience do you have?

- No experience
- Less than 1 year
- 1 year but less than 3 years
- 3 years but less than 5 years
- 5 years but less than 8 years
- 8 years or more

*4.How many years of customer service experience do you have?

- No experience
- Less than 1 year
- 1 year but less than 3 years
- 3 years but less than 5 years
- 5 years but less than 8 years
- 8 years or more

*5.What shift would you be willing to work?

- 1st
- 2nd
- 3rd
- Any

*6.Are you available to work weekends?

- Yes
- No

Often, you will be asked a number of questions to determine your eligibility for the position. You might be asked about your education, your experience, and often about your availability for the job. As this is a third-shift job, you would be unwise to put anything except third, so keep things like that in mind.

Troubleshooting

When you get blocked – when the program won't let you go to the next page – use the red text above to figure out where you went wrong. What happened in the box below?

The field "Expected Hourly Pay Rate" contains an invalid value.

Work Conditions

Hours and Pay Rate

Please provide your preferred number of hours per week along with your expected rate of pay.

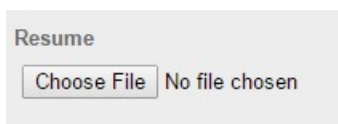
Please enter Expected Hourly Pay Rate using the following format - 0.00 (Do not include the \$)

▲ Expected Hourly Pay Rate
|\$\$

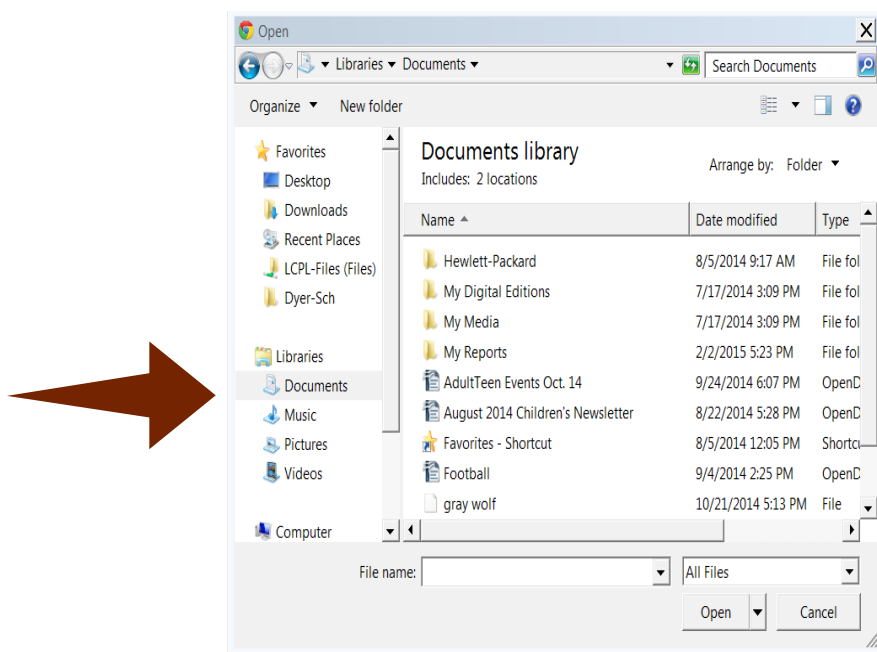
Uploading Your Resume

We haven't gotten to writing your resume yet - but when we do, you're going to be uploading it to your job application. It's often optional on a job application, but putting a resume on there often puts you ahead of the crowd!

You'll often see a button that looks like this:

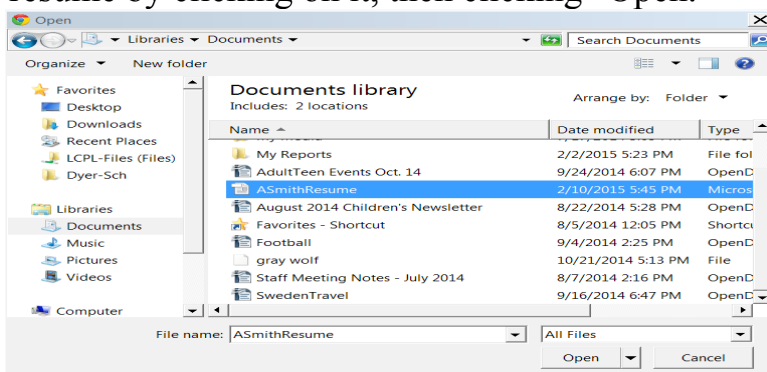


What you'll want to do is click on the button that says "Choose File."



You'll want to go to the file where you saved your resume (more on this later). Usually, it will be on your Desktop or in Documents - look at the arrow above to see that Documents is chosen. You can choose a file by clicking on it.

Next, choose your resume by clicking on it, then clicking "Open."



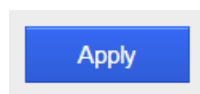
Once you've done this, you should get a little confirmation that your resume has been uploaded. Generally, it will look something like this:



You should see the name of your resume right next to that button now.

Finalizing and Sending Off Your Application

Once you've answered all the questions you need to answer, some applications will give you a chance to look over your application. But if you're confident that everything is correct, click on the final button, which sends your application to the company.



The Resume

You might be used to a resume that you handed to the employer during the interview, or submitted with your paper application. While these still exist, in order to apply online, you will need to create an electronic resume through a word processing program on a computer.

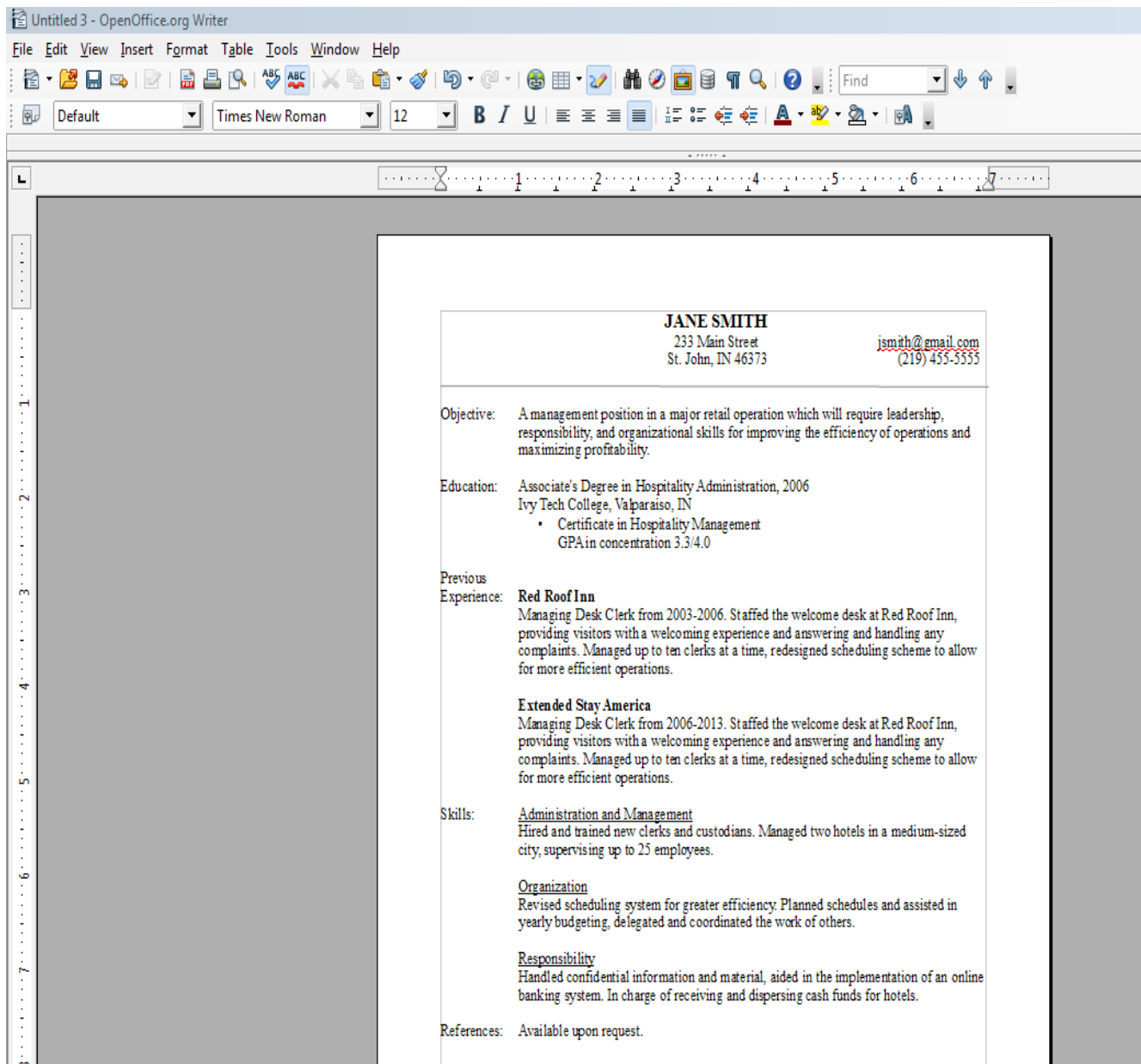
In order to create an electronic resume, go to OpenOffice on our library computers, and select OpenOffice Writer. This will open up a blank page that you can use to create an electronic resume. You can save your resumes and cover letters as PDF files on a USB stick – if you don't know how, a librarian can assist you. By saving it to a USB stick, you can modify the resume at any time or use it on other computers.

Your resume should have several important elements:

- Your name
- Your contact information (include your e-mail address and phone number)
- Previous jobs that you've held, and what you did while working there
- Skills that are relevant to the job you're applying for now.
- Your completed years of education

Tip: Write in short, clear sentences about what you did in previous jobs, and about skills that you can bring to the job.

An Example:



Look at the example above.

Objective: This is optional, but it lets the employer know what your goal is for getting a job there.

Education: List the highest education you've achieved - even if you didn't graduate, let a future employer know that you spent some time in an educational program. If you did any special workshops, earned any certificates, this is the place to list them.

Previous Experience: One of the most important parts of the resume! Give the places in which you've worked (go backwards in time, starting from the job you last worked at), and the amount of time you spent there. Talk about the specific job responsibilities you had when you were there - did you manage people? Did you operate special machinery or have a lot of customer interaction? Talk about it here. Don't talk about why you left - save that for the interview!

Skills: Do you have management skills? Can you operate Microsoft Office products, or some specialized computer program? Did you keep a budget, were you entrusted with keeping things efficient, did you hire and fire people? List those skills here!

References: You can list them if you want, but if you're planning to distribute your resume to a lot of employers, use the phrase "References Available Upon Request." Your references might get tired of a lot of phone calls!

Cover Letters

Sometimes, a cover letter can be even more effective than a resume and the rest of your application. The cover letter is how you tell the employer why you're interested in their advertised position - it lets you connect the dots for them. Maybe you were a manager at a hotel in Merrillville - this lets you tell the employer why those skills are useful in applying for the job they've listed - managing an office building. It's not always necessary with some online applications, but it's often a nice touch.

In your cover letter, you'll need to once again put your contact information at the top. Putting the employer's contact information is another good step – it shows that you've done some research about them.

Be direct in your cover letter. Tell the employer why you want to work for them, and why you're the best candidate for the job. Don't rely on your resume to speak for you – let them know if you are timely, efficient, or a creative problem solver. Tell them about your special skills and how they translate to the job that's being advertised.

Begin the Hunt!

There are some great job sites that collect available online jobs and put them in one place. Here are a few of the best:

- Indeed – Indeed.com
- Best Jobs U.S.A. - bestjobsusa.com
- Career Builder – careerbuilder.com
- CareerOneStop – careeronestop.org
- Monster – Monster.com
- JobBank USA – jobbankusa.com
- Juju – juju.com
- Indiana Career Connect – indianacareerconnect.com
- Simply Hired – simplyhired.com
- Net-Temps – net-temps.com
- WorkOne Northwest Indiana – gotoworkonenw.com

Tip: If the company you want to work for has a web site, look there for information on how to submit your application.

Caution!

Some job ads might be scams. There are a few simple rules that you can use to stay safe when applying for jobs online.

- If it sounds too good to be true, it is. A job that pays you \$800 for doing one hour of work is probably a scam.
- Don't pay to apply for a job. No reputable employer will be asking its prospective employees to pay them to apply.
- Be careful about the personal information you give them. Contact information is okay – e-mail, phone number. Asking for your bank account number? Not okay!
- You can set up alerts from some job sites to send new advertised positions to your e-mail inbox. But if you get an e-mail with a job offer that you don't recognize, don't click on the link or give them any information!
- Check to make sure this company actually exists. If they don't have a web site, they should be listed in the phone book.

Now What?

You've sent in your application, your resume, and your cover letter, and now, it's time to wait!

- Check your e-mail, at least once or twice a day. This lets the employer know that you are committed to your job search, and actively looking for employment.
- Check your phone messages often! Don't miss out on an interview opportunity!
- When you're called in for an interview, have a copy of your resume with you.

Good Luck!!!