

## 5. Apply for Positions

Once you find jobs or internships that interest you, you can apply in one of two ways:

- a. Follow the instructions in the How to Apply box

OR

- b. Apply using the Application Status box.

For positions that allow you to apply via the Application Status box, your cover letter can be cut and pasted into the Notes field. Note: Career Services recommends that you always send a cover letter with your resume.

If the employer is participating in Mason's On-Campus Interviewing program and you would like to apply to interview with them, you must first go through orientation in person or online at [careers.gmu.edu/oci](http://careers.gmu.edu/oci).

### Application Status

If you wish to apply, please select the document(s) to include and click Submit.

Choose a resume to submit for this position.

resume:

Enter any extra notes you want the employer to see.

Notes:

## Special Feature: Resume Builder

Resume Builder is a new interactive tool built into PatriotJobWeb and designed to help you write that first draft of your resume.

To access Resume Builder follow these directions:

- a. Log in to PatriotJobWeb.
- b. Click on the Documents tab.
- c. Click on the Resume Builder tab.
- d. Click on Create a New Resume.

## University Career Services

Student Union Building I, Room 348  
[careers.gmu.edu/patriotjobweb/student](http://careers.gmu.edu/patriotjobweb/student)  
703.993.2370

Hours:


Monday through Friday 8:30am to 5pm  
Tuesdays til 7pm when classes are in session  
Fridays til 3pm during the summer

**NOTE:** This brochure provides basic guidance in using PatriotJobWeb. It is not designed to take the place of detailed training. If you have further questions about how to use PatriotJobWeb please contact Career Services or complete our online training at [careers.gmu.edu/patriotjobweb/training/index.htm](http://careers.gmu.edu/patriotjobweb/training/index.htm).

Connecting  
to your Future

# PatriotJobWeb Quick Reference Guide

New online tool  
Info on Resume  
Builder on back

 **GEORGE MASON UNIVERSITY** University Career Services

UNIVERSITY LIFE LIVING • LEARNING • LEADING

[careers.gmu.edu](http://careers.gmu.edu)

## 1. Create Your Profile

- Select Profile from the header row on the homepage.
- Enter your personal and academic information.
- Adjust your privacy settings to your preference.
- Save your changes.

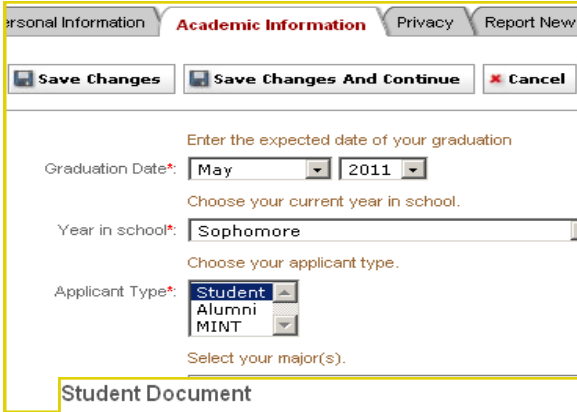
PatriotJobWeb uses this information to find jobs you qualify for. The results can be found by clicking on Jobs I Qualify For under the Quick Links section of the homepage.

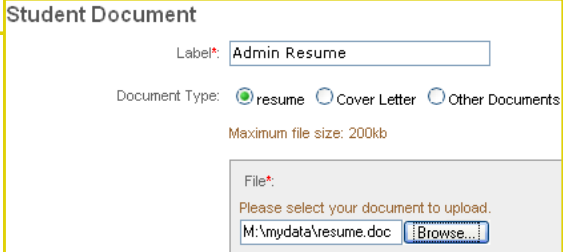
Note: Information you enter must be accurate. Intentionally entering incorrect data will result in removal from PatriotJobWeb.

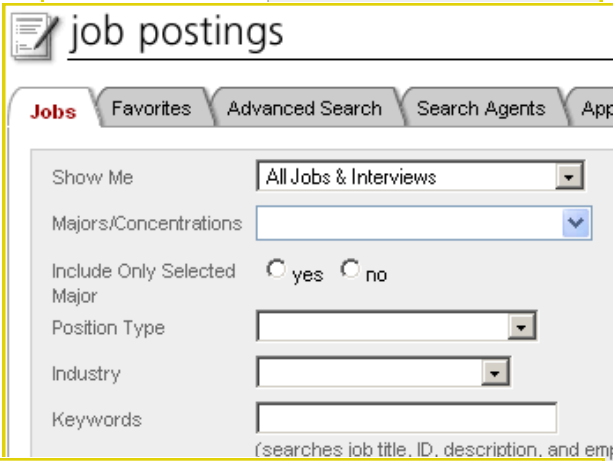
## 2. Upload Your Resume

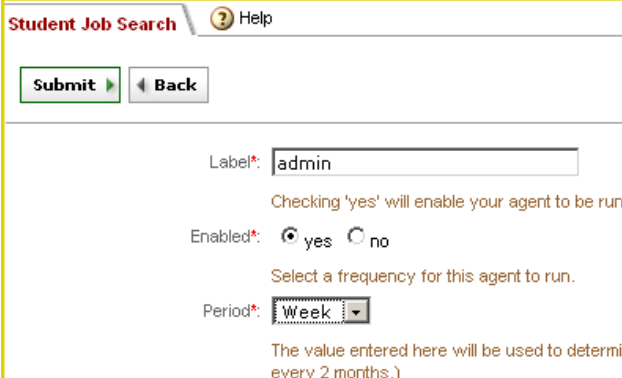
- Click on the Documents link from the header row on the homepage.
- Select Add New at the bottom of the screen. Label your document then select browse to locate the document you wish to upload.
- After selecting your document, click submit. This document will now be available to send to employers.

For help with your resume or cover letter contact Career Services. Counselors are available for one-on-one resume reviews by appointment. Resume and cover letter writing workshops are also available throughout the semester and online resume writing tools can be found by going to [careers.gmu.edu](http://careers.gmu.edu) and clicking on Resumes under the Quick Links menu.

1. 

2. 

3. 

4. 

## 3. Search for Jobs

Click on Jobs in the header row. To begin your search, use a keyword search *by itself* and then narrow down the results based on the qualities of the job that interest you.

For more refined search options, use Advanced Search. Particularly helpful are Job Function and Year in School. Most of the time, it is not effective to search by major as employers do not usually list majors in their posting criteria.

You may save jobs to your Favorites List by clicking on Add Favorite next to the job listing. To keep track of positions you have applied for, select the Applications tab.

## 4. Send Jobs to Your Email

After you have found search criteria that find jobs or internships of interest to you, you can save the criteria you used as a Search Agent.

To do so, go back to Advanced Search. Check the box next to Save As and give the search a name. Click Submit.

Schedule your Saved Search to run automatically by selecting the Search Agent tab and clicking the Schedule button next to your search agent. Mark the Yes option to enable your agent to run on a regular basis. You can click on the Search Agents tab and run your saved search anytime without having to specify the criteria again.

These automatic searches find and email you new results that match your criteria. The email will list basic data on the positions and tell you to go to PatriotJobWeb to rerun the search agent. After rerunning it, you can review the details of each position and apply as instructed.