

#### Four Ways to Search

1	Conduct a simple search by typing keywords in the first
۰.	search box at the top left of the homepage.

Search by location in the top box labeled "Job Location" or by using the interactive map on the homepage. Simply select the country, region, and/or state that you are interested in to view a list of open positions in that area.



Search by industry type by selecting the industry from the drop-down menu in the top box labeled "Industry Type"

Conduct an advanced search by clicking on the "Advanced Search" option in the top right corner of the homepage. This option allows you to enter specific search criteria like career type, years of experience, etc.

### Set Up an Account

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Search Tools	Resources	News & Connections
SETUP YOUR PROFILE CAREER SEARCH POST A RESUME FEATURED JOBS EMPLOYER JOBS RECRUITER JOBS	CAREER PROFILES EMPLOYER GUIDE ARTICLES E-PORTFOLIO INFOGRAPHICS JOB SEEKER APP JOB SEEKER BLOG	AGCAREERS.COM NEWS AGCAREERS.COM STATISTICS AG WARRIORS ASSOCIATION PARTNERS EMPLOYER PARTNERS RECRUITER PARTNERS

Click "Set Up your Profile" under the Job Seeker drop-down menu at the top. Simply enter your email and create a password; uploading a resume at this point is optional.

By setting up an account, you become a registered applicant on AgCareers.com. Log into your account at each visit to browse and apply for jobs or internships, update your profile, view saved jobs, and post your resume so employers can seek you out.

"I went from 6 months of looking for work to finding, applying, interviewing and accepting an offer in 24 hours! Thanks AgCareers.com!"

- Sandi, AgCareers.com Job Seeker

# AGareers.com

## Apply to a Position

Once you have searched for a job and viewed the description, click "Apply to This Position."

Fill in your email address. If you already have an account, login to streamline the apply process and record you application in your application history. Otherwise, if you prefer, you may apply without logging in.

Fill out the required fields. Attach an optional cover letter (which is recommended) by clicking "Browse" to search your computer for the document or copy and paste it into the text box.

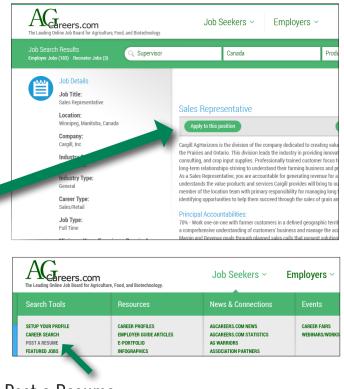
Attach your resume by clicking "Browse" to search your computer files for the resume you have created (.doc/.docx/.pdf format). You MUST attach your resume via browsing to retain the formatting when applying. Or select a resume from your account if logged in and you have uploaded a resume.

#### Click "Submit Application."

NOTE: Some employers require applicants to complete the application process on their site. If there are no cover letter or resume options, click "Submit Application" and you'll be redirected to the employer's site to complete the application process. Follow directions given on their site.

#### Save a Job

When logged into your account, you can "save" active jobs to come back to at a later time. Click on "Save this Job" in the upper right hand of the job listing. Your saved jobs can be viewed and managed by clicking on "Saved Jobs" under the main job seeker drop-down menu once logged in.



## Post a Resume

Login to your account (see "Set Up an Account" on the front of this handout). Select "Post Your Resume" from the main job seeker menu at the top of the homepage.

Fill out the resume profile form on the new page. All fields marked with a red \* are required. The fastest way to fill in the "Resume" box is to copy and paste your resume from a Word document.

You also have the option to upload a .doc/.docx/.pdf file by utilizing "Upload Resume File" below the resume box. Browse and select your resume from your documents. But make sure you have also pasted the content into the resume box so that your data is searchable by employers.

Click "Preview Resume." If you need to make changes, simply hit the back button. If you are satisfied, click "Save & Edit" at the bottom.

You can access your resume to update/edit it at any time and add additional resumes; click on "Manage Resumes" under the main job seeker menu once you have logged in to your account.

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