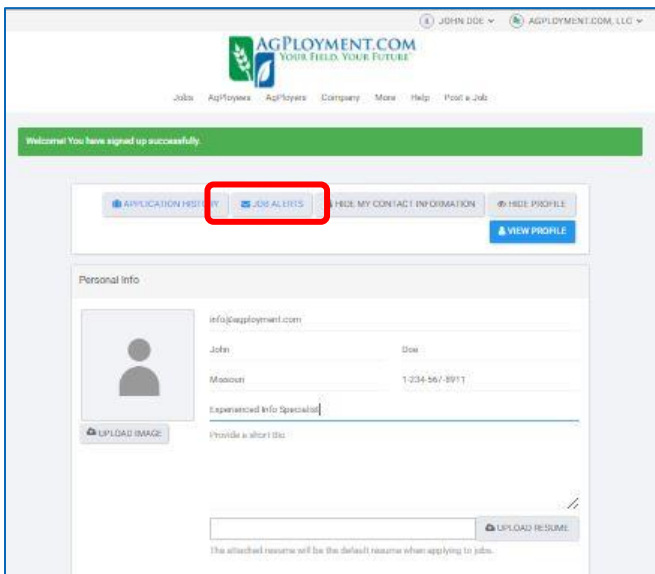
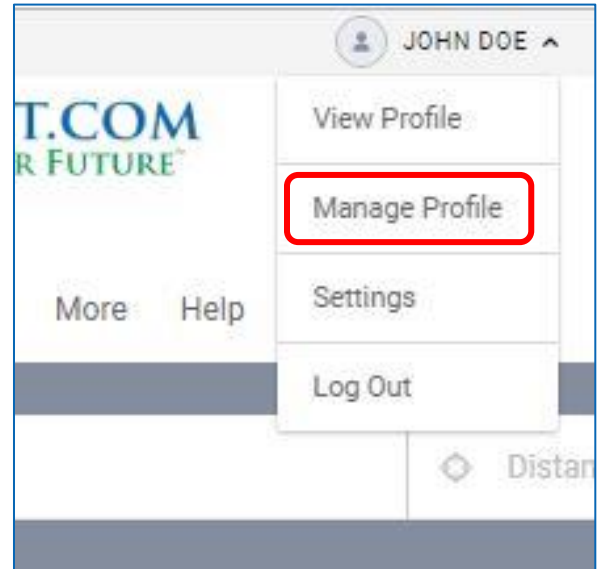


# Creating Email Job Alerts

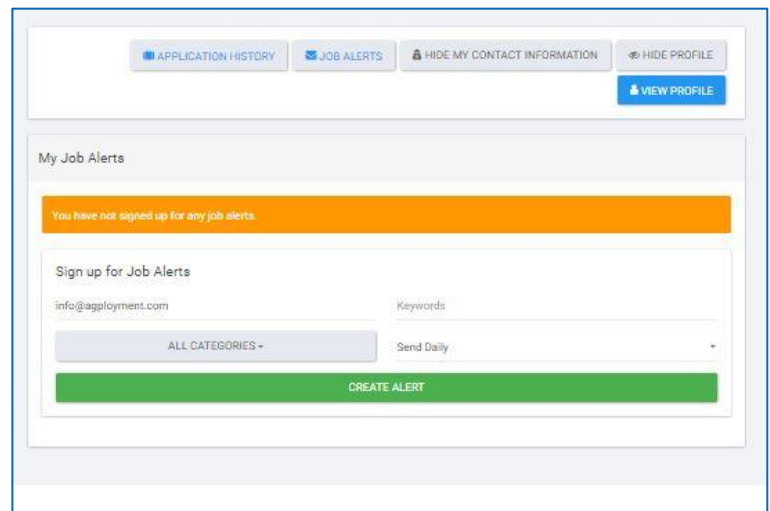
Creating email job alerts is one of the smartest things you can do as a job seeker. Whether you are actively searching or gainfully employed, email job alerts are the best way to stay on top of the best jobs available so that you never miss a great opportunity.

First, navigate to the dropdown menu at the top right of your screen and select “Manage Profile”.



This will take you to your Profile, where you can select the “Job Alerts” button at the top of the page.

This will take you to the Job Alerts page where you can set up multiple alerts. You can filter by the various categories and/or set keywords for the system to use.



The job alerts will be sent to the email listed on the page.

You can also set the alerts to be sent at certain time intervals. Just be sure you don't make the interval too long, or you might miss an opportunity!