

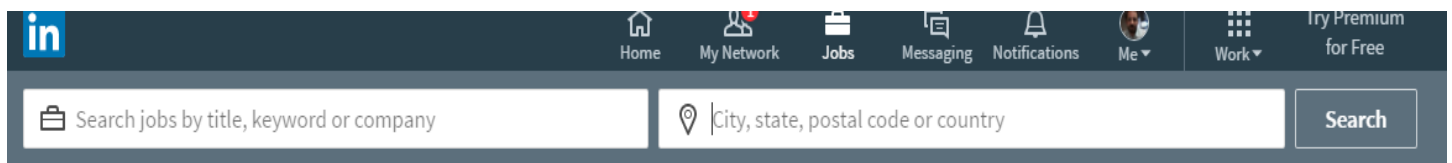
How to set up automatic email notifications for new opportunities:

LinkedIn

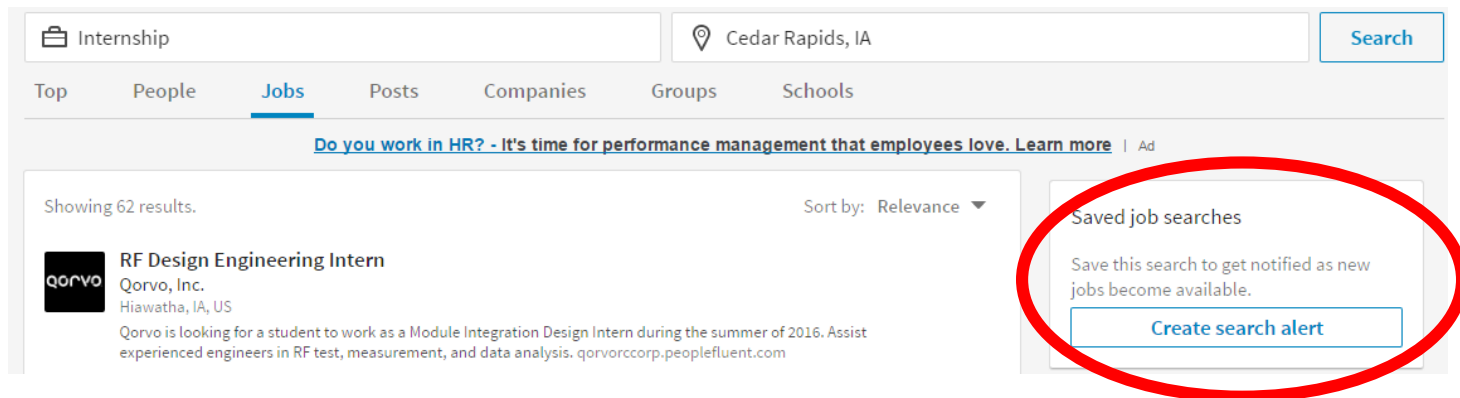
1. Go to the LinkedIn homepage – www.linkedin.com
2. On the homepage, find and select the “Jobs” heading along the top menu bar



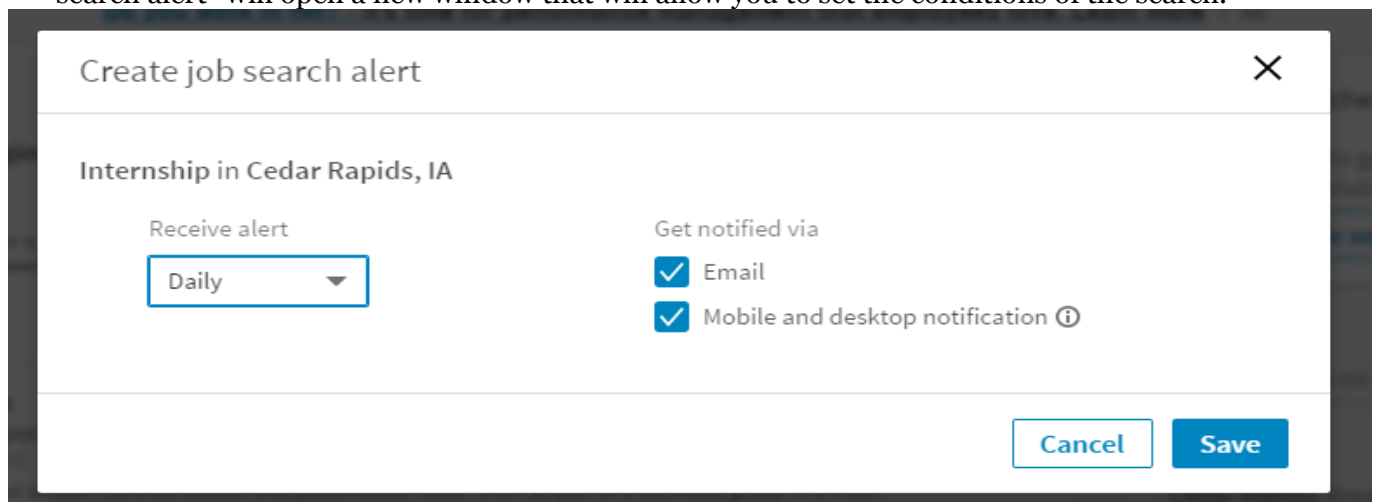
3. At the top of the new page that opens, enter your search criteria



4. The new screen will show you a listing of all postings for Cedar Rapids organizations that include the word “internship” in the job description.



5. On the right side of the screen, there is a white box labeled “Saved job searches”. Clicking on “Create search alert” will open a new window that will allow you to set the conditions of the search.



6. Once your search is saved, you can view/manage your searches through the jobs homepage.

The screenshot shows a job search interface. At the top, there is a search bar with the text 'Internship' and a location filter set to 'Cedar Rapids, IA'. Below the search bar are navigation tabs: 'Top', 'People', 'Jobs' (which is selected), 'Posts', 'Companies', 'Groups', and 'Schools'. A banner ad reads 'Do you work in HR? - It's time for performance management that employees love. Learn more | Ad'. The main content area shows 'Showing 62 results.' and a 'Sort by: Relevance' dropdown. A job listing for 'RF Design Engineering Intern' at 'Qorvo, Inc.' is visible. On the right side, a sidebar contains a 'Saved job searches • Manage' section with a 'Create search alert' button highlighted by a red circle.

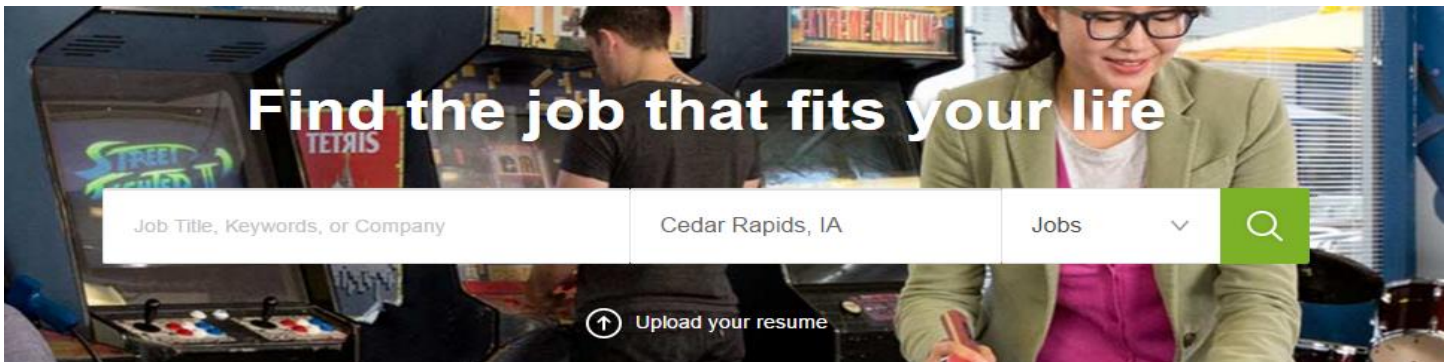
Notes:

- You can broaden or narrow your search depending on the criteria. For narrower searches, use specific opportunities like “Accounting Internship”, “Cedar Rapids”.
- Broaden your search by using generic keywords and removing the location.
- We highly recommend viewing the company’s website once you have identified an opportunity. This will allow you to learn a bit more about the company and, most often, to apply for positions directly through the company’s website.

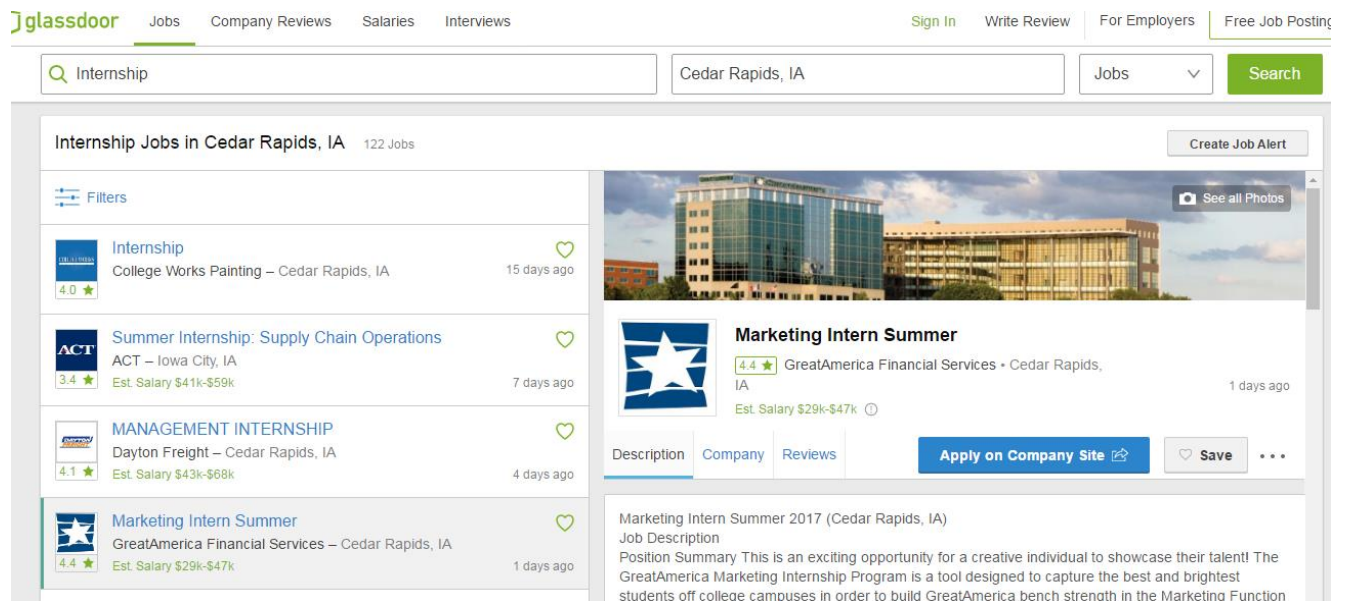
How to set up automatic email notifications for new opportunities:

Glassdoor.com

1. Go to the [glassdoor.com](https://www.glassdoor.com) [homepage](#)
2. On the homepage, enter keywords for your search and where you want to search



3. After entering the information, click on the magnifying glass icon.
4. The new screen will show you a listing of all postings for Cedar Rapids organizations that include the word “internship” in the job description. Glassdoor is designed to show the listings on the left hand side of the screen with details about the opportunity on the right side of the screen.



5. On the right side of the screen, underneath the green “Search” box, you can choose to create a job alert for your search. Once you select this, you will have the opportunity to confirm your email address and hit “Create Alert”. Check your email to confirm the activation.

Notes:

You can broaden or narrow your search depending on the criteria. For narrower searches, use specific opportunities like “Accounting Internship”, “Cedar Rapids”. Broaden your search by using generic keywords and removing the location.

We highly recommend viewing the company’s website once you have identified an opportunity. This will allow you to learn a bit more about the company and, most often, to apply for positions directly through the company’s website.

How to set up automatic email notifications for new opportunities:

Indeed.com

1. Go to the Indeed.com homepage – www.indeed.com
2. On the homepage, enter keywords for your search and where you want to search



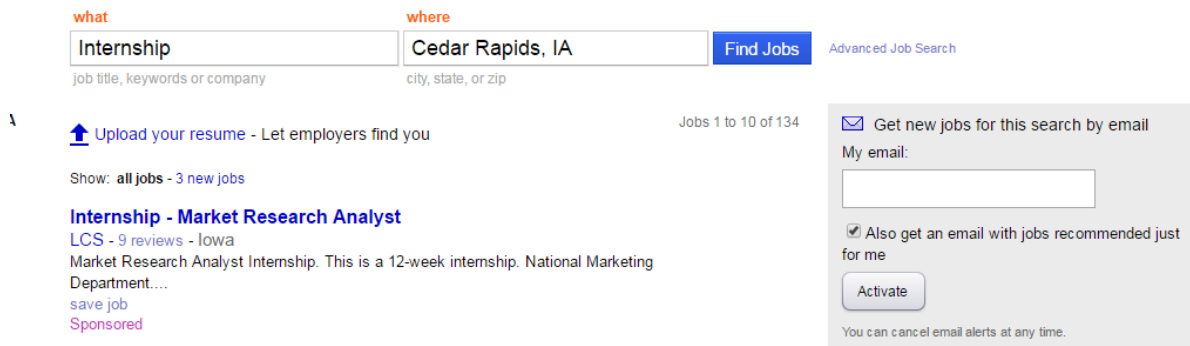
The image shows the Indeed.com search interface. At the top is the Indeed logo. Below it are two input fields: "what" (job title, keywords or company name) and "where" (city, state or zip code). To the right of the "where" field is a blue "Find Jobs" button. Below the "where" field, it says "Advanced Job Search". At the bottom, there is a link: "Post your resume - It only takes a few seconds".

3. After entering the information, select “Find Jobs”



The image shows the Indeed.com search interface with the "what" field containing "Internship" and the "where" field containing "Cedar Rapids, IA". The "Find Jobs" button is highlighted. Below the "where" field, it says "Advanced Job Search". At the bottom, there is a link: "Post your resume - It only takes a few seconds".

4. The new screen will show you a listing of all postings for Cedar Rapids organizations that include the word “internship” in the job description.



The image shows the search results page on Indeed.com. The search criteria are "Internship" in "Cedar Rapids, IA". The results show "Jobs 1 to 10 of 134". There is a link to "Upload your resume - Let employers find you". Below that, it says "Show: all jobs - 3 new jobs". The first result is "Internship - Market Research Analyst" by "LCS - 9 reviews - Iowa". The description is "Market Research Analyst Internship. This is a 12-week internship. National Marketing Department...". There are links for "save job" and "Sponsored". On the right side, there is a gray box for email notifications. It has a checked box for "Get new jobs for this search by email", a "My email:" field, a checked box for "Also get an email with jobs recommended just for me", and an "Activate" button. At the bottom of the box, it says "You can cancel email alerts at any time."

5. On the right side of the screen, there is a gray box where you will enter your email address. Select “Activate” and the automatic notification is complete.

Notes:

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