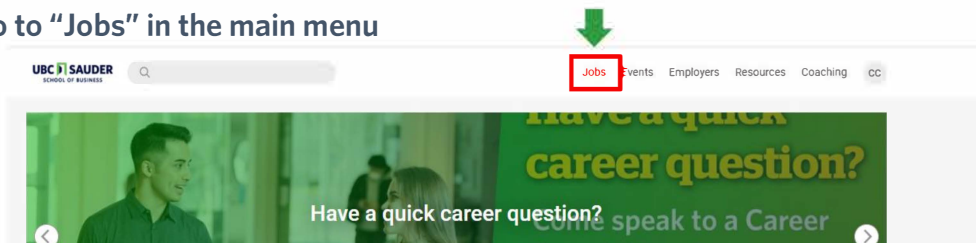


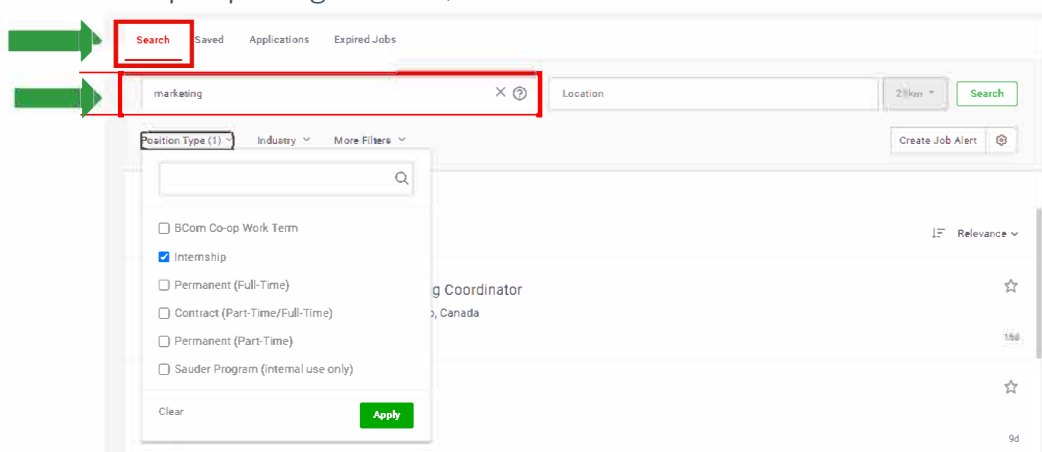
How to Set Up a “Job Alert” on COOL

1. Visit [COOL](#) and log in with your student CWL

2. Go to “Jobs” in the main menu

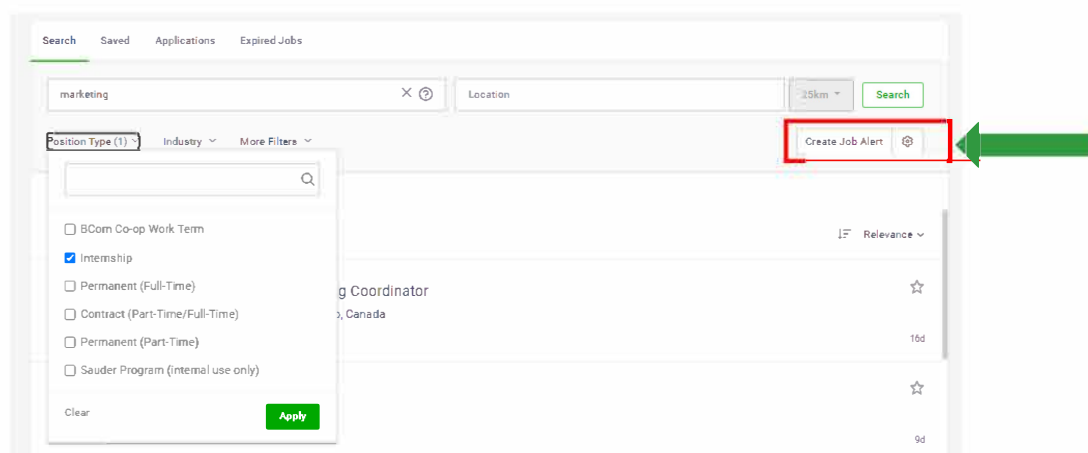


3. Under “Search” type in keywords (e.g. “marketing”) and/or apply filters (e.g. internship or posting deadline).



4. Click “Create Job Alert”

set frequency (daily, weekly, monthly) and manage job alerts by clicking the “gear” icon next to “Create a Job Alert”



5. Get alerts via email and to your COOL profile when new opportunities are posted!