

## How to Set Up a "Job Alert" on COOL

- 1. Visit <u>COOL</u> 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).

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Permanent (Part-Time)		

## 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"

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