

# Super-charge your job search!

**CareerShift** provides an easy-to-use, approach for cracking the “hidden job market” and for managing your job hunt all in one place. You'll be able to search for jobs and save your searches, find and save a list of contacts, upload resumes and cover letters, and put them together in a targeted e-mail or postal mail campaigns. Then you can track your responses from “Come in for an interview” to “You're hired.”

**It's simple. It's smart.  
It's confidential. It's convenient.**



## How CareerShift Works.

All of our research and organization tools together create a focused discipline to help you find a job. With CareerShift, you can immediately use;

**MY JOBS** – to search for jobs and save them to your CareerShift account.

**MY CONTACTS** – to search for companies and contacts, then save and manage your networking list.

**MY DOCUMENTS** – to upload or copy and paste as many targeted resumes and cover letters needed.

**MY CAMPAIGNS** – to automatically create unlimited email and postal mail campaigns with your saved contacts and documents.

**MY CALENDAR** – to set your email alerts, get organized for follow up tasks.

**Sign up now in SCOTLink**  
<http://careers.ucr.edu>  
use group code: scottie

## With CareerShift you can:

- Search every job listing, including job boards and company websites
- Get inside contact information immediately, including email addresses, for millions of companies
- Upload, copy and paste your documents
- Confidentially market yourself
- Remain focused and organized
- Access your secure, private account from anywhere, anytime, 24/7

**The Career Center provides CareerShift for your job search and contact management needs.**

