



# careershift

job hunting & career management solutions

## Targeted Job Search

The targeted job search is an important skill in the application process. The title of the job you're looking for might be different from the one you've been expecting with the skill sets you have. Career shift can help you narrow your search and discover new options with their job search tool.

- Log on to CareerShift or create an account using your MTSU email for a free subscription.

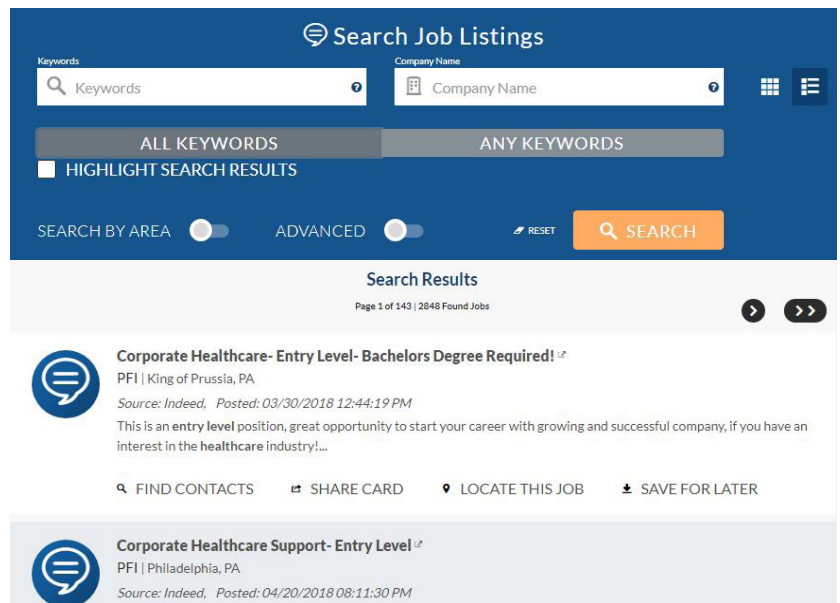
**Tip:** if you're creating an account, type "MTSU" in the bar that says "group (if provided)" to make sure you get the free subscription.

- Once you're on the dashboard's overview page, click "jobs" on the left sidebar menu then click "search" from the following dropdown.



- You can search for jobs by keywords, location, company name, or use their advanced options.

**Tip:** To save this job so you can view or apply for it later, click the "save for later" button at the bottom of the job preview.



- Click on the job title to go to the position description page where you can learn more about the job or apply.

**Tip:** If you click on the "find contacts" option, you can search for employees who work there who you might be interested in contacting. Check out our networking tip sheet for more information.

- To find the jobs, and searches you've saved, click the black arrow on the left sidebar menu, then click the folder that says "my jobs."

