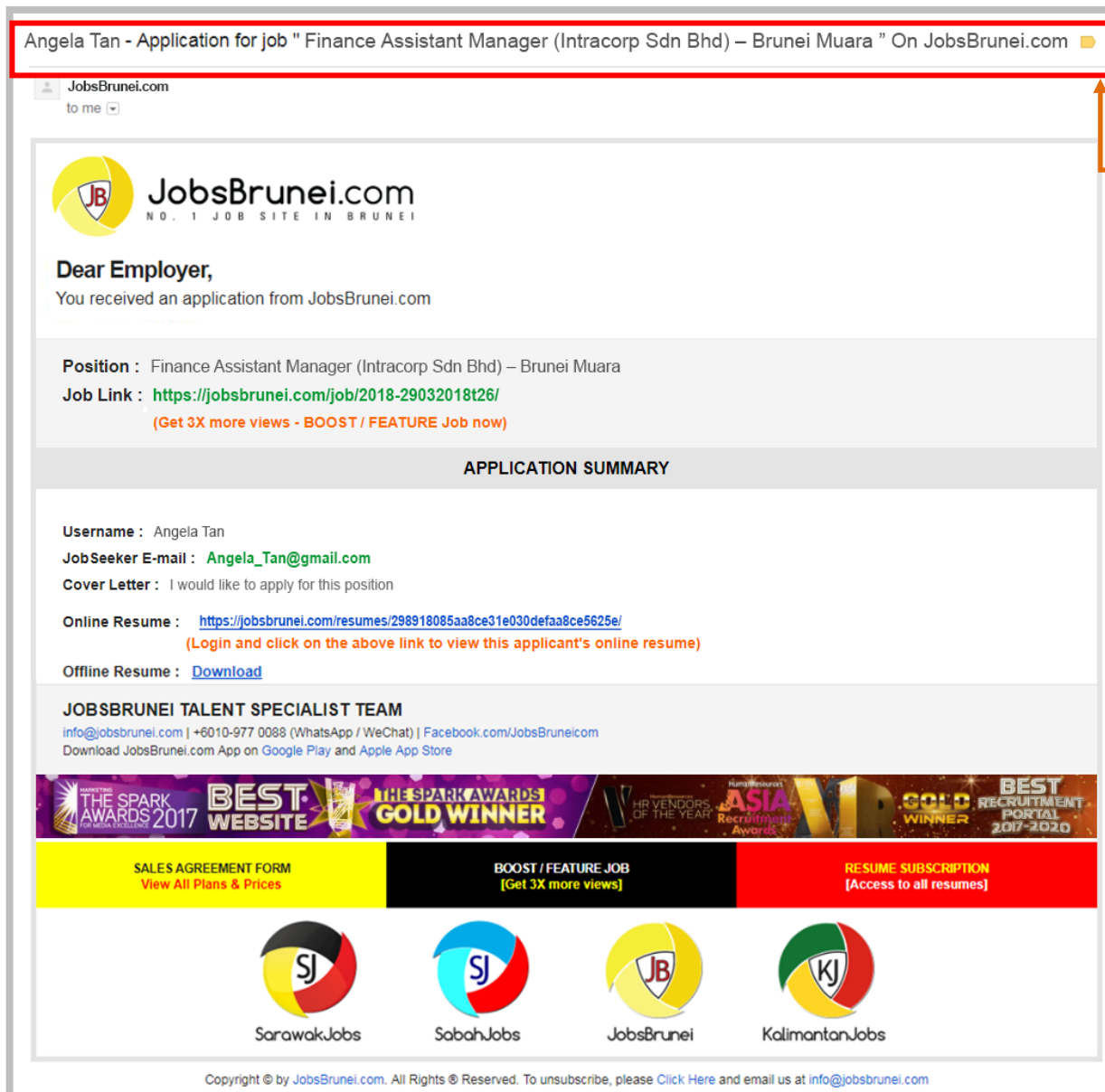




JobsBrunei.com
N O . 1 J O B S I T E I N B R U N E I

MANAGE APPLICANTS VIA EMAIL

EMAIL NOTIFICATION



When a job seeker applies to your job at JobsBrunei.com, you will receive Job email notification to your registered email address from JobsBrunei' email system (info@JobsBrunei.com).

1

Access your INBOX to retrieve job applications (i.e. Gmail, Yahoo, Hotmail, Outlook, etc...).

Look for emails from info@JobsBrunei.com

Note: Apart from receiving applications via our system, applicants may email to you directly since your email is revealed when promoting your job.

2


Refer to section '**APPLICATION SUMMARY**' for applicant's information which contains;

1. Applicant's Username & E-mail
2. Cover Letter
3. Applicant's Online Resume
4. Applicant's Offline Resume
(This is not compulsory, hence it will not be shown if an applicant chooses not to upload any supporting document during his or her application)

| EMAIL NOTIFICATION

Angela Tan - Application for job " Finance Assistant Manager (Intracorp Sdn Bhd) – Brunei Muara " On JobsBrunei.com

JobsBrunei.com
to me




Dear Employer,
You received an application from JobsBrunei.com

Position : Finance Assistant Manager (Intracorp Sdn Bhd) – Brunei Muara
Job Link : <https://jobsbrunei.com/job/2018-29032018t26/>
 (Get 3X more views - BOOST / FEATURE Job now)

APPLICATION SUMMARY

Username : Angela Tan
Job Seeker E-mail : Angela_Tan@gmail.com
Cover Letter : I would like to apply for this position
Online Resume : <https://jobsbrunei.com/resumes/298918085aa8ce31e030defaa8ce5625e/>
 (Login and click on the above link to view this applicant's online resume)
Offline Resume : [Download](#)





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- 2 Refer to section '**APPLICATION SUMMARY**' for applicant's information which contains;

1. Applicant's Username & E-mail
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3. Applicant's Online Resume
4. Applicant's Offline Resume

(This is not compulsory, hence it will not be shown if an applicant chooses not to upload any supporting document during his or her application)

| CONTACT & RESPOND TO APPLICANTS

NOTIFICATION EMAIL

APPLICATION SUMMARY

Username : Angela Tan

Job Seeker E-mail : Angela_Tan@gmail.com

Cover Letter : I would like to apply for this position

Online Resume : <https://jobsbrunei.com/resumes/298918085aa8ce31e030defaa8ce5625e/>
 (Login and click on the above link to view this applicant's online resume)

Offline Resume : [Download](#)

It is ideal and good to contact the shortlisted candidates ASAP to arrange for a phone interview OR face-to-face interview before your job advertisement ends.

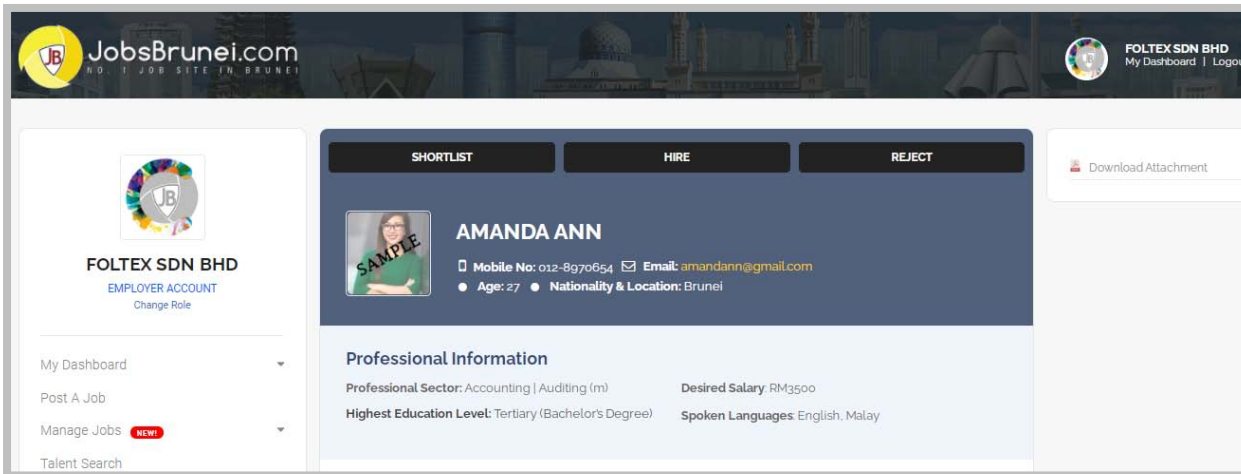
It is best not to wait till 30 days or more to arrange interview appointments.

1

Via NOTIFICATION EMAIL: Applicants' Email address is found under the 'APPLICATION SUMMARY' section

2

Via ONLINE RESUME: Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.



FOLTEX SDN BHD
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Manage Jobs **NEW!**
Talent Search

SHORTLIST **HIRE** **REJECT** Download Attachment

AMANDA ANN
 Mobile No: 012-8970854 Email: amandann@gmail.com
 Age: 27 Nationality & Location: Brunei

Professional Information
 Professional Sector: Accounting | Auditing (m) Desired Salary: RM3500
 Highest Education Level: Tertiary (Bachelor's Degree) Spoken Languages: English, Malay

| CONTACT & RESPOND TO APPLICANTS

NOTIFICATION EMAIL

APPLICATION SUMMARY

Username : Angela Tan

Job Seeker E-mail : Angela_Tan@gmail.com

Cover Letter : I would like to apply for this position

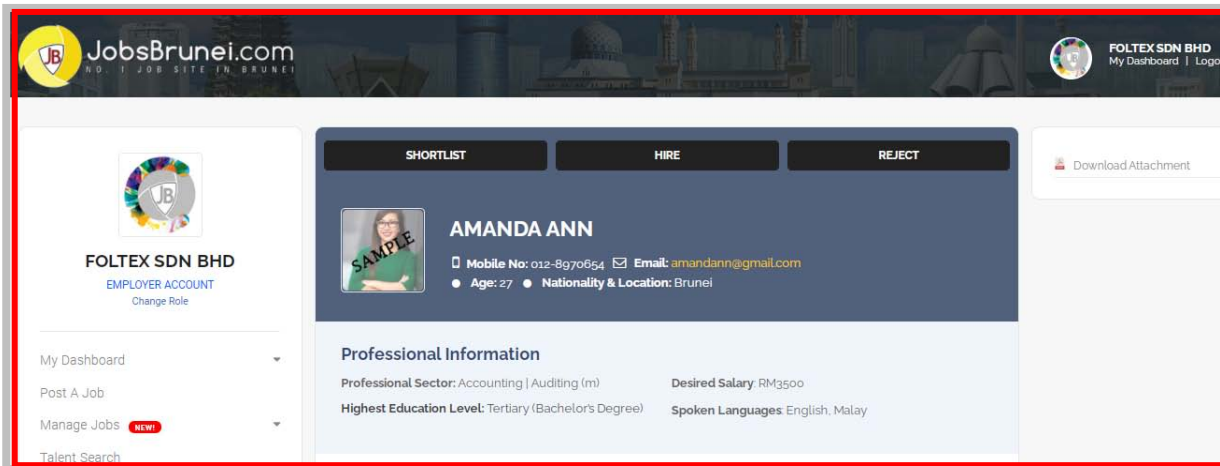
Online Resume : <https://jobsbrunei.com/resumes/298918085aa8ce31e030defaa8ce5625e/>
 (Login and click on the above link to view this applicant's online resume)

Offline Resume : [Download](#)

It is ideal and good to contact the shortlisted candidates ASAP to arrange for a phone interview OR face-to-face interview before your job advertisement ends.

It is best not to wait till 30 days or more to arrange interview appointments.

1 Via NOTIFICATION EMAIL: Applicants' Email address is found under the 'APPLICATION SUMMARY' section



The screenshot shows the employer dashboard for FOLTEX SDN BHD. The candidate profile for AMANDA ANN is displayed, including her contact information (Mobile No: 012-8970854, Email: amandann@gmail.com) and professional information (Professional Sector: Accounting | Auditing (m), Highest Education Level: Tertiary (Bachelor's Degree), Spoken Languages: English, Malay). A red box highlights the 'Download Attachment' button located to the right of the candidate's profile.

2 Via ONLINE RESUME: Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.