



## HOW TO USE 100X JOBS

# Find jobs. Find the hiring manager. Apply.

A step-by-step guide to 100X Jobs: how to find jobs near you, see who's hiring, and apply.

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## Find jobs

Search near home, or let Zip search for you every morning.

### 1. Search near you

On [100xjobs.com](https://100xjobs.com), type a job title or keyword and a city or state, then click Search Jobs. We fill in your city for you.

#### SEARCH JOBS NEAR YOU

Search Jobs

### 2. Narrow it down

Use the Filter row right under the search. The list changes as soon as you pick.

- In office or Remote
- Min pay and Max pay
- Posted today, Past week or Past month

#### FILTER

### 3. Open a job

Click any job to read the full description. Each card shows where it is, in office or remote, the pay, and how long ago it was posted.

A job marked ↗ Apply on company site opens the employer's own website.

#### Staff Accountant

📍 Atlanta, GA 🏢 On-site 💰 \$65K–\$75K 📅 Posted today

### 4. Let Zip search for you

Zip is your AI job search agent. Click Upload my résumé →, then give Zip your résumé, where you want to work and your email. Click 🐾 Show me my matches.

- Zip reads your résumé and shows the jobs that fit you within 25 miles of home, best first.
- Click Yes, turn Zip on in the email Zip sends you, and it emails you the best new matches every morning.
- Want a text instead? Add your mobile number on your matches page: up to one text a day.
- Stop any time with the Stop Zip link in any email, or reply STOP to a text. No account needed.

#### 🐾 ZIP · YOUR AI JOB SEARCH AGENT

Your résumé (PDF or Word)

What job do you want? (optional)

Where? City, ST

Your email

🐾 Show me my matches

Zip rates every match: ZipApply today (a strong fit), Worth a look, or A stretch. Start with the first ones.



# Find the hiring manager

Your résumé usually goes to HR first. Here's how to reach the people doing the hiring.

## 1. Open the hiring team

On a Zip match, click  See the hiring team at the company. You'll see the team grouped by level, from managers up.

### Senior Accountant

Acme Manufacturing · Marietta, GA

 See the hiring team at Acme Manufacturing

## 2. See their names with the 100X Jobs Club

Everyone sees the job titles on the team. 100X Jobs Club members also see each person's name, title and city. The Club is \$29 a month, and you can cancel any time. Click [Join the club →](#) to start.

### HIRING TEAM



Jordan M.  
Controller · Marietta, GA



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Accounting Manager



### 3. Zip writes it. You send it.

-  Message gives you a short LinkedIn note. Click Open their LinkedIn, then Connect → Add a note, and paste it.
-  Email gives you a letter and the best work email to send it to. Open it in Gmail or your own email, attach your résumé, and send.

Nothing is ever sent for you. You read it, change anything you like, and send it yourself.



**Jordan M.**  
Controller



Message



Email

LinkedIn

The hiring team shows on jobs we found on other job boards. It doesn't show on jobs we're recruiting for, because those companies stay private. For those, apply on the job page and we'll put you in front of them. Staffing and recruiting firms are never shown.



# Apply

It takes about a minute.

## 1. Apply on the job page

Click **Apply now** or **Apply for this job**. Add your first and last name, email and phone, and upload your **résumé** (PDF or Word). Then click **Submit application**.

You'll see **You're in!** when it's done.

### READY TO APPLY?

**Submit application**

## 2. ZipApply from your matches

On a Zip match, click  **ZipApply**. On jobs we post, it applies with the **résumé** Zip already has. The first time, it asks for your name. After that it's one click, and the match shows **✓ Applied with ZipApply**.

### Payroll Specialist

Atlanta, GA · ZipApply today



**ZipApply**

**✓ Applied with ZipApply**

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### 3. Jobs on the employer's site

Some employers take applications on their own website. Click [Apply on the company's site →](#) and finish there.

Then go back to Part 2 and send the hiring manager a short note, so a person sees your name, not just HR.

[Apply on Acme's site →](#)

[Reach the hiring team →](#)

Apply, then reach out. A short note to the hiring manager is often what gets you the call.

## Ready? Start with a search.

Search jobs near you, or upload your *résumé* and let Zip do the searching every morning.

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