



Getting Started with Unfurl

Unfurl is a networking and collaboration platform, designed for student requirements to foster their talents, enhance skill and be industry ready.

Unfurl–Jobs allows students, fresher and professionals to explore employment and internship opportunities across a number of startups registered on the platform as well as refer jobs from your own organizations.

This guide will help you step by step to find and apply for opportunities. If you are new to the Unfurl platform, please refer to the getting started guide.

Before you apply for jobs, make sure your profile is complete and up to date with all of your employment history and education.

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1. Saving resume on Unfurl

Most employers like to see a resume, in addition to your Unfurl profile, for the job applications they receive. Follow the steps below to upload your resume on Unfurl, which you can use while applying. You can upload multiple resume.

Login to Unfurl or launch the Unfurl mobile app

Web

- a. Go to Digitize -> Files



- b. Click on Upload New File
- c. Select the file and save the file.
- d. The newly uploaded file is available in your files list

Mobile App

- a. Go to Digitize in the menu
- b. Click + icon in the top bar and select "Files"
- c. Select Files file and save.
- d. The newly uploaded file is available in your files list



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2. Finding jobs and internship opportunities

Login to Unfurl or launch the Unfurl mobile app

Web

- a. Go to Jobs



- b. List of all available jobs will be shown
- c. To filter your job search, enter a keyword and click Search button.
- d. In the list, click the title of the job to see the details.
- e. To apply for the job:
 - a. Click attach resume, select the appropriate file from the list
 - b. Click the “Apply” button. The apply button may not be there, if you have already applied for the job.
- f. Confirmation mail will be sent to your email address with follow up instructions if applicable.

Mobile App

- a. Go to Jobs in the menu
- b. List of all available jobs will be shown
- c. In the list, click the title of the job to see the details.
- d. To apply for the job, click the “Apply” button. The apply button may not be there, if you have already applied for the job.
- e. Check your mail for further instructions to complete the application process.

