How to Navigate the Vault’s Career Insider:

Step 1: **Create an Account**
- All Vault requires for access is a valid email address
- Once signed-up, you have unlimited unfettered access to all Career Insider services

Step 2: **Customize Your “My Vault” Profile**
- “My Vault” allows you to select and track content specific to your career needs
- Highlight company profiles, career articles, sample resumes and cover letters, blogs and more!
- Based on your profile, Vault experts suggest additional relevant content

Step 3: **Download the Vault Career Guides**
- Vault offers 100+ downloadable guides, covering seven different topic areas
- You have access to unlimited simultaneous downloads
- Guides are compatible with any version of Adobe Reader and can be viewed on mobile devices
- Vault’s guides are consistently updated and have been in production since 1996

Step 4: **Research Companies**
- Vault provides profiles for 4,000+ companies, spanning different industries and locations
- Company profiles include stats, “The Scoop”, and employee reviews

Step 5: **Search for a Job**
- With Vault’s Job Search tool, you have access to thousands of current job opportunities
- Job search allows you to specify your search by location and industry
- Seamless connection to the job application process

Step 6: **Utilize All Other Career Insider Tools, Including:**
- Education content
- Industry and profession information
- Career advice articles
- Sample resumes and cover letters
- Career videos
- Blogs
- Discussion Boards

Containing the most content of any career site in the industry, you are guaranteed to find information to help research a life calling and land your ideal job. Welcome to the Career Insider community!