

HOW TO USE MYZIPAPPLY

Find jobs. Find the hiring manager. Apply.

A step-by-step guide to MyZipApply: how to find jobs, find the person you'd work for, and reach out with a video intro.



Start here

Three things to do once. About 15 minutes.

1. Create your account

Go to myzipapply.com/seeker/signup. Use Continue with LinkedIn, or add your name, email and a password, then click Create account →.

Continue with LinkedIn

Create account →

2. Upload your résumé

Upload a PDF (Word works too). Check what we read from it, tell us the jobs you want and how you want to work, then click Save & record my video →.

 your-resume.pdf

Save & record my video →

3. Record a 30-second video intro

Click ✨ Generate AI script to get a script on screen, then click Record →. This video goes on your profile page, and that page goes with every message you send. It's what makes a hiring manager want to call you.

 **RECORD YOUR ELEVATOR PITCH**


30 seconds · your face, your voice

✨ **Generate AI script**

Record →

You earn 15 credits as you finish these: 5 for verifying your email, 5 for your résumé and 5 for your video. One credit unlocks one hiring manager (Part 2).



Find jobs

Real jobs from the big job boards, near you.

1. Search

Click  Find Jobs in the top menu. Type the job title, your city, state or ZIP, and how far you'll travel.

Click  Search.

Leave Hide recruiter postings on to see jobs posted by the employers themselves.

 FIND JOBS THAT MATCH YOUR PROFILE

Job title (e.g. Senior Accountant)

Zip

within 25 mi

 Search

2. Pick the jobs you want

Click the ☆ star on the jobs you like. Open a job and click  Am I a fit? to get a match score from 0 to 100, with what fits and what's missing.

When you're ready to go after a job, click  Start Outreach. That takes you to Part 2.

Senior Accountant ☆

Acme Manufacturing · Marietta, GA · Posted 2 days ago

 Start Outreach

Apply ↗

 Am I a fit?

3. Add your Dream Employers

Click  Dream Employers to list companies you'd love to work for, even if they aren't posting a job right now. Pick from the suggestions or type a company name, then click + Add to my list.

 DREAM EMPLOYERS

Company name

+ Add to my list

2

Find the hiring manager

The person you'd work for, not just HR.

1. Find them on the job or company page

On a job, click  Find Hiring Managers, then  Find hiring managers at the company. On a Dream Employer, click  Find hiring managers at the company.

You'll see the people grouped by level, and a small org chart that points to the  Likely hiring manager for this job.

HIRING MANAGERS AT ACME MANUFACTURING

JM

Jordan M.Controller · Marietta, GA  Likely hiring manager

TR

Taylor R.

VP Finance · Atlanta, GA

2. Unlock the right person

At first you see their name, title and city. Click  Unlock (1 credit) to see their email, phone and LinkedIn.

Need more credits? Open the  menu and click  Billing & plans.

JM

Jordan M.Controller ·  Email, phone & LinkedIn locked **Unlock (1 credit)**

3. Find them again any time

Everyone you unlock is saved in  My Hiring Managers in the top menu.

 **Daily Digest** **Find Jobs** **Pipeline** **Dream Employers** **My Hiring Managers**



Apply and reach out

Apply on the employer's site, then reach the hiring manager with your video.

1. Apply

Click **Apply** ↗ on the job. It opens the employer's own application. Finish it there.

Apply on Indeed ↗

2. Let the AI write your outreach

Open the hiring manager and click ✨ **Build outreach now** →. MyZipApply writes five short messages for you, spread over three weeks:

- **Day 0:** a LinkedIn connection note
- **Day 3:** an email with your video intro
- **Day 7:** a short follow-up email
- **Day 14:** a phone call script
- **Day 21:** a last, friendly email

Every message links to your profile page with your video.

✨ YOUR OUTREACH · JORDAN M.

0

LinkedIn note

Day 0

3

Intro email + your video

Day 3

7

Follow-up email

Day 7

14

Call script

Day 14

21

Last email

Day 21

3. You send each one

Read it and change anything you like. Click  Copy, then ↗ Open LinkedIn or  Open in mail, paste it and send it. Then click Mark sent.

Nothing is ever sent for you.

 Copy

 Open in mail

Mark sent

4. Follow up on time

Once you mark the first message sent, the rest are scheduled. The  bell and the  Daily Digest show what's due today, and  Pipeline shows who you've reached, who replied and who wants an interview.

TODAY

Due today

Intro email to Jordan M. (Acme)

This week

Follow-up to Taylor R.

Apply, then reach out. Your 30-second video is what gets a hiring manager to reply.

Ready? Record your video and start.

Create your account, upload your résumé and record your 30-second intro. Then find a job, find the hiring manager, and send your first message.

myzipapply.com