When completing the electronic forms you may wish to format your text for information that will be presented to the applicant such as the Posting Description, the Job Duties and Responsibilities, the Minimum Qualifications, and the Preferred Qualifications.

Jobsearch utilizes a mark-up language that allows you to format text in a number of different ways such as Bolding and Italicizing text, creating bulleted and numbered lists, and creating link.

Bold Text
To Bold text, surround the text with “asterisk” with no space.

Here is an example of *bolded* text.

Here is an example of **bolded** text.

Italicized Text
To Italicize text, surround the text with an “underscore” with no space.

Here is an example of _italicized_ text.

Here is an example of *italicized* text.

Underlined Text
To Underline text, surround the text with a “plus sign” with no space.

Here is an example of +underlined+ text.

Here is an example of **underlined** text.

Bulleted Lists
To create a bulleted list, separate your list with a blank line, then add an “asterisk” and a space before each item in the list.

Here is an example of a bulleted list.

* Item 1
* Item 2
* Item 3

Here is an example of a bulleted list.

- Item 1
- Item 2
- Item 3
Numbered Lists
To create a numbered list, separate your list with a blank line, then add a “pond/number sign” and a space before each item in the list.

Here is an example of a numbered list.

# Item 1
# Item 2
# Item 3

Hyperlinked Text
To create a hyperlink, surround the text with “quotes”, then add a “colon” with no space and then add the URL to the page you wish to link to.

Here is an example of linked text: http://www.uncg.edu.

Here is an example of linked text.

For more information on this mark-up system including additional formatting options, please visit the “Textile Quick Reference Guide” (http://redcloth.org/hobix.com/textile/quick.html#writing-in-textile). Please note that not all formatting options listed in the guide will be available in UNCGjobsearch.