

Tips for Preparing Winning Job Applications

Tips:

- Open your updated Master App having all dates and details of your work experience, education and training, volunteering, and background. Verify everything is correct.
 - Know how to use Copy & Paste for copying into questions on the company's online application form.
 - Read the instructions thoroughly.
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- Review the entire application from top to bottom to prevent entering information in the wrong area.
 - If the application is handwritten, strive for neat, legible writing. Watch for capitalization, spacing, and grammar. Use only blue or black ink.
 - If the application is online, plan to copy and paste from your Master App which has been proofread many times. Copying improves accuracy on all applications.
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- If the application request information that is also on your resume, complete it (do not state "See Resume").
 - If you have an acronym, spell in full as well as including the acronyms, such as Cardio Pulmonary Resuscitation (CPR). Make no assumptions of your readers' knowledge!
 - If a question does not apply or you have no answer, enter "Not Applicable" so that the question has an answer (some systems reject applications with unanswered questions).
 - Some applications require you to list references. Always speak to your references before submitting the application as some systems notify references within seconds - do not surprise them and do not assume your use of their information is okay.
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- Be truthful in all things.
 - Proofread from end to start and then start to end. Proofread for accurate content and for spelling and grammar.
 - Make a copy of the application for your file and add your submission date to your job log.
 - If the application is online, write the web address, your username and password so that you can easily return if needed.