

Tips on Completing a Job Application

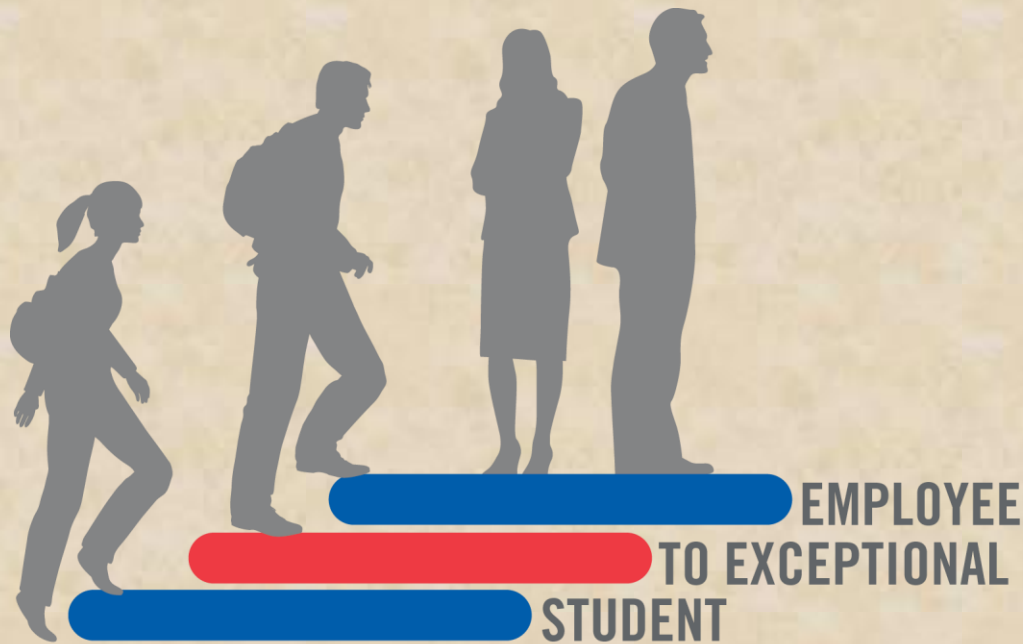


STUDENT TO EXCEPTIONAL EMPLOYEE
SEE WHAT STUDENT EMPLOYMENT
CAN DO FOR YOU



REMEMBER!

The job application is your first opportunity to make a good impression with a potential employer.



Starting Your Application



- The application provides the employer with specific information in a designated order. Never write “See resume” in any area of the application.
- Employers read to sense attitude, motivation, and also communication skills. It should never be done illegibly or incompletely.
- Print information neatly on application if typing your information is not possible.

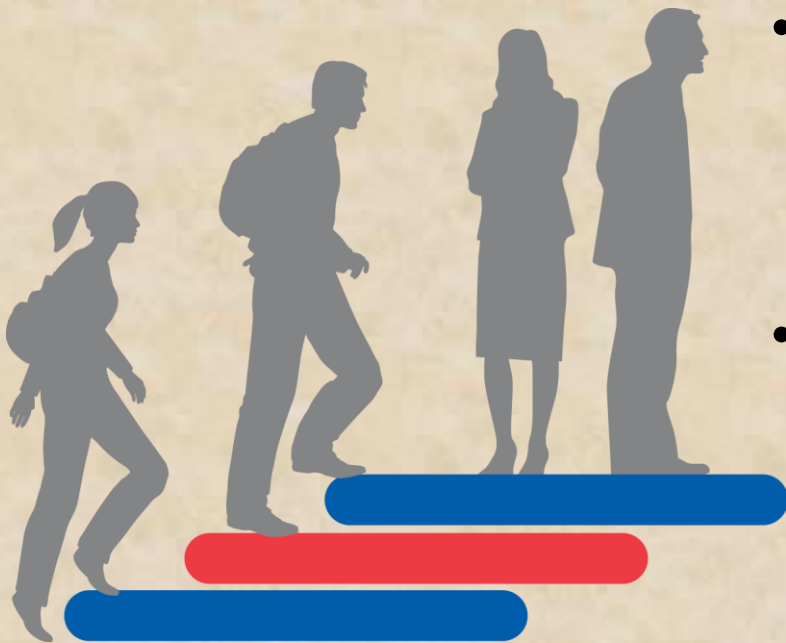
Phrasing Your Answers

- All questions must be answered; all sections must be answered.
- If a question does not pertain to you, place a dash or “n/a” in answer space.
- Know your start/stop dates of your employment history, pay rates, supervisor names, addresses, and telephone numbers as well.
- When the definite salary or pay rate is unknown, write “open” in the space given.



References

- Make sure you have three references with correct addresses and phone numbers.
- Let your references know when you list them on an application and keep them informed.
- Make sure references are not related to you in any way.



Finishing Touches

- Do not leave additional remarks area blank. Use this space to list additional abilities, skills, and reasons why you are a desirable candidate for this position.
- If you have extensive community service and volunteering experience, treat it as if you would work experience. This information provides employers with a well-rounded profile of the type of person you are.



Additional Tips



- Some applications request a resume attached with them. Career Services offers Resume Doctor to help you strengthen your resume. Resume Doctor times can be found [here](#).
- The purpose of your interview is to evaluate your qualifications as they relate to the specific job. Career Services offers interviewing skills as well as Mock Interviews to help you get the job! Information for interviewing skills and mock interviews can be found [here](#).