

Applications

While a résumé may serve as your application at many organizations, others will require the completion of an official application form. Unfortunately, many jobseekers believe their résumé should be enough and do not take applications seriously. They simply complete their application as quickly as possible without paying attention to details and then sabotage themselves without even knowing it. The following tips will make your application strong and more likely to be noticed:

- **Read through the application completely, organize your thoughts, and plan your answers before you start writing.** This will help you avoid a messy application and allow you to convey your qualifications and skills in as few words as possible as space is often limited. Make sure to follow the directions exactly!
- **Print neatly or type your application.** When reviewing hundreds of applications, an employer will not take time to decipher poor handwriting.
- **Most applications request the same information; carry this information with you when applying for jobs.**
- **Be honest.** If you have felony convictions or have been let go from a job, visit with someone from Career Services to develop the best answer. Your application is a legal document, and you can be fired for falsifying information.
- **Use your full name in the order requested.** If the application indicates “middle” then write your full middle name or place a dash if you do not have a middle name.
- **Do not write “see résumé.”** Many résumé styles do not match application formats and the information requested may not be part of your résumé.
- **If you are not sure of your dates of employment or wages at a particular employer, contact the human resource department at that organization and ask.**
- **Under “position desired” indicate a job title.** You may list more than one. Stating that you will do anything indicates a lack of direction on your part and is of little help to a potential employer.
- **When addressing salary expected, write “open” or “negotiable.”** You do not want to over price or under price yourself.
- **Do not leave blanks.** If the question does not apply, write N/A for not applicable or draw a line in the response area.
- **You should include internships and volunteer work that relate to the position desired.** This can be done as part of your work history section or in an additional skills or information section.
- **You may be asked for additional information or skills that make you a good candidate for the position.** Be sure to include skills you have that the position requires.
- **You may be asked to identify friends or relatives that work for the company.** Choose your friends carefully. It will be assumed you would be a similar employee.
- **If possible, have someone review your application prior to submission.** Check for grammar and spelling errors.
- **If the application was mailed, faxed, or submitted online, contact the organization to verify that it was received.**
- **A great cover letter and résumé may not be enough to counteract the effects of a poor application.** It would be like wearing a brand new suit with your old tennis shoes! Make sure your application materials look good from head to toe. Time and effort invested in a strong application pay off.