

APPLICATION TIPS

When applying for positions, it's important to keep in mind that the typical employer sees thousands of applications and is looking for mistakes and reasons to weed out applications. Following the tips below can help ensure your application stays in the running:

- Begin your search 6 -9 months prior to graduation.
- For online applications, print the application first and write in your answers before completing the final submission. For print applications, complete a rough draft first.
- Submit all required application materials **exactly** as instructed. Any deviation from employer instructions can result in your application being dismissed due to failure to follow instructions.
- If in doubt, contact the employer's human resource department and ask for clarification. Do not assume all application processes are alike.
- Be consistent with the information you provide on the application and on your resume.
- Make sure your dates are accurate.
- Be honest. Do not make up or embellish an answer.
- Follow grammatical rules at all times. Errors in spelling, grammar, and sentence structure are unacceptable.
- Respond to each question posed on an application. In the rare case that a question is not applicable, enter "not applicable." Never answer a question with "See Resume."
- Do not squeeze your answers in or write outside of the margins.
- Make your responses clear and concise.
- Make sure your written answers are legible.
- If typing, do not use all caps or all lower case.
- Always include references on your application. Select individuals who can evaluate your performance potential. Do not include family members. Only list people who have agreed to be contacted.
- Update and resubmit your application if your experiences or information changes.
- Proof read, and then ask a trusted friend or colleague to proof read, all your application materials before final submission.