

## Tips For Completing Job Applications

- Pick up two application forms if they let you take them (or copy the one you have before writing on it and use the copy for a draft) so you have another one if you make a mistake.
- Keep a "Pocket Resume" with information that might be asked on an application in case you are asked to complete one there (see Mrs. Hughey for a Pocket Resume)
- When asking for applications in person, dress for an interview in case one is granted right then (it happens!)
- Use black ink. Print neatly. Have a family member, friend, or school staff review your application before submitting it if you would like (extra eyes might catch a mistake)
- Read carefully and follow directions exactly (last name first; or first name last, etc)
- When writing in work experience or education ~ write the most recent first
- Be cautious with what you write for leaving a job (see Mrs. Hughey for tips)
- Fill in all blanks. If they do not apply, write n/a or a dash (---)
- When asked about salary, write in "negotiable" (this means it can be decided later)
- Include your telephone number or how you can be reached
- Make sure the voice mail message on the phone number you leave is appropriate for an employer to call for you (no inappropriate messages/rudeness/and music is not a good idea)
- If you are not volunteering, your time should be spent job searching ~ until you are employed, it is your full time job to look for a job. You should be working just as hard for yourself as you would for someone else (you have not yet earned a "vacation"!)
- Keep a log of telephone calls, applications submitted, visits to businesses, and results ~ write down the person you spoke with, any relevant information, and follow up plans ~ follow up exactly as asked (call back Tuesday; call next week; call back and talk to Mr \_\_\_)
- Before approaching a business, try to learn the best time of day to apply for a job (ex: don't apply to a food service business at 12:30 pm; better to go at 2:30 pm)
- Network. Tell everyone you know you are looking for a job
- Follow up leads immediately. Some employers might delay decisions if they hear from you in time to grant an interview.