

“Do’s and Don’ts of On-line Applications”

Helpful hints----

1. Use a professional email address to portray one’s best image. Apply the same professionalism in selecting a user name.
2. Remember your user name and password.
3. Include current and previous employment history.
4. Accuracy on the entire application is a priority, particularly the contact information, education, work history dates and description. Be sure to answer all questions. Errors will eliminate you from consideration, because the computer program will only pick up correctly spelled words. Have others look over and read your application.
5. When applying for a specific opening, be cautious to spell and space it correctly and include any reference number. One missed letter, space, or number could cause the application to be rejected by the system.
6. Be sure to look at the job description for the job or jobs you are interested in. Read the duties, responsibilities, and education. Use words or phrases from the duties and responsibilities that reflect your experience.
7. A cover letter is helpful as well as a resume, if requested by the employer, but remember to focus on the duties and responsibilities of the job when writing the cover letter and resume. Be concise.
8. Resumes should not be novels, rather use bullet points.
9. References should be professionals who know your work product and background --no friends or relatives, unless the employer allows friends and relatives. Use supervisors, dept heads, managers, teachers, and the like.
10. If Letters of Recommendation are attached, back it up with evidence such as certificate of award, contact information of the letter writer, or performance letter, for example.
11. When interviewing, know the company’s mission and philosophy such as its concern for safety, customer service and quality. These are good points in a cover letter and during a personal interview. The interview will include a person’s strengths and attributes, as well as a person’s weaknesses. Remember to address weaknesses with a flip to the positive, for example, being weak in a certain area of the job, but ask for assignments, or work smarter/harder with no loss of efficiency. Speak with confidence.
12. Sometimes there are sample interview questions on line and there are ways to practice and improve the presentation to help you be prepared for the interview. Make use of the resources available to you.
13. If an employer allows updates on your application, be sure to add training and new work experience, certifications, and any other relevant information.