



Career Services

Helpful Hints Regarding Job Applications

- Read the entire application before writing anything.
- Leave no blank spaces. If a question does not apply to you, draw a line or write N/A in the space.
- Use only positive information. Avoid negative words such as “quit” or “fired”. Use positive phrases such as “better opportunity” or “potential for advancement”. If you feel these are not suitable, write “will discuss”.
- Use black or blue ink unless otherwise specified.
- Be completely honest. Misrepresenting yourself on a job application can result in dismissal later.
- Give detailed descriptions of duties at former job, not just job titles.
- Ask if you may take the application home to complete. If possible, take two copies in order to practice on one.
- When getting or returning the application, make sure you are dressed and groomed appropriately for an interview. The employer may want to interview you on the spot.
- Do not underestimate the importance of being polite and friendly to the receptionist. The employer may ask his/her impression of you later. She/He may be the one responsible for making sure the employer sees your application.
- Keep the application unfolded. Keep food or drink off of the paper
- Be sure to include a good message telephone number. (Someone upon whom you can depend on to get the message to you quickly).
- Make sure the address you use is one where you can be reached for several months. If you will be moving soon, use the permanent address of a relative or friend.
- List the specific job for which you are applying.
- When writing about your work history always put present or most recent employment first and work backward.
- You may attach a resume, but always complete the application form also.