

**Remember:** The job application is your first opportunity to make a good impression with a potential employer.

- The application provides the employer with specific information in a designated order. Never write "see resume" in any area of the application.
- Through the job application, the employer senses attitude, stability and motivation. It also reveals communicative skills. It should never be done illegibly, hastily or incompletely.
- Print or write neatly, or even better, type the information. Be sure to read the instructions on the application. Statements should be brief and concise.
- All questions must be answered; all sections must be completed. If it doesn't pertain to you, place a dash or N/A in that space.
- Know start/stop dates of your employment history, pay rates and your supervisors' name(s).
- Use action words to describe your responsibilities and accomplishments.
- It is a good idea to have a "dummy" application with history and references.
- Reasons for leaving: refrain from any negative statements. You want to present a positive picture of yourself. Use "further my education" or "interesting new job opportunity," etc.
- Salary: When the definite Pay Rate is unknown, write "open."
- References: Make sure you have correct addresses and phone numbers. Let your references know you list them and keep them informed.
- Additional remarks: Do not leave this area blank. Use this space constructively by inserting statements regarding your abilities, skills and reasons why you would be a desirable candidate for the position.
- If you have extensive experience in community service and volunteering, you may treat it as you would work experience. Keep in mind that this information provides a well-rounded profile of the type of person you are.

### **Resume, Cover Letter & Interview Tips**

- The goal of the resume and cover letter is to attract sufficient attention to create an interview opportunity.
- The purpose of your interview is to evaluate your qualifications as they relate to specific job functions.

For helpful tips on these and other topics please review the tips on the Career Services Web site:

<http://www.asu.edu/studentaffairs/career/Students/Resumes/gettingstarted.htm>