

Online Application

Follow all of the application directions provided by the employer

- Instructions will vary by employer
- Some applications are submitted electronically and some are mailed to the company

Use the correct application for the position

- Applications may vary for different types of positions

Review the entire application before starting the application

- Gather all of the information you will need to answer the questions
- Some applications will not allow you to save and return to the document
- Take your time completing the application to prevent mistakes and re-read your application before sending

Complete all of the questions on the application

- If asked about salary preference, try to input a salary range or a word such as negotiable
- Research salary ranges for the particular job to provide an accurate range

Save your resume and cover letter as a PDF before submitting electronically

- A PDF will ensure the format does not change
- Some applications do not allow additional documents, rather you have to write or type all of your experiences in the appropriate text boxes

Save a copy of the application on your computer if the system allows

- Referencing answers and information for other applications will save time
- A back up copy is useful in case of computer glitches and you need to re-enter information
- Take the application and job description to the interview to reference your responses and job requirements

Apply before the application deadline

- Give yourself enough time to gather the information needed and to complete the application
- Call the job contact or the human resources department if you have any questions
- Do not wait until the last minute to submit an application

Be consistent

- Review your resume and application and provide accurate information
- Employers may decline an interview because of inconsistencies

Keep a record of where you have applied and posted your resume

- Tracking this information is useful when you want to follow up about a week after submitting the application (a recommended practice)

Do not provide personal information

- Employers should not ask for bank accounts or credit card numbers