



THE JOB APPLICATION: NEAT AND COMPLETE

Check out the following pointers listed below for filling out a job application.

Use a typewriter or print neatly and clearly using black ink.

Write N/A for “not applicable” if a question does not apply to you, instead of leaving it blank.

Make sure former employer’s information is current & correct.

Ask permission from references before listing them on your application.

If applicable, list volunteer work experience such as participation in church, community, and school events such as clubs, fund-raisers, sports, class offices held, etc.

If applicable, list any honors, awards, certificates, or achievements that you have received to demonstrate your abilities, accomplishments, and participation in events.

If an interview is required, dress up, speak clearly, never say “I don’t know”, smile, and show up early.

“White Out” mistakes instead of scratching through the mistakes.

Spell correctly and use proper English.

Use action verbs to describe your experiences such as:

- Created
- Completed
- Developed
- Organized
- Participated
- Volunteered
- Supervised
- Attended

List any classes completed in school that highlight computer skills, business skills, or other skills applicable to the job.