



Tips for Filling out Job Applications

- The style, appearance and questions on a job application will be different from company to company. However, most of the questions will be the same or will be asked in a different way. For example, one job application may ask, "Did you graduate?" and another will say, "Date of graduation."
- Don't expect that all applications will be the same.
- Write neatly: the job application is the first impression your potential employer will have of you.
- Use a pen with blue or black ink. Bring more than one pen with you, with the same color ink.
- Ask for two copies of the application so that you can correct mistakes on one.
- Read the entire application before you start to fill it out.
- If you don't understand what a question or abbreviation means, ask the person who gave you the application for help.
- Fill in every space on the application. If it does not apply to you, then write "N/A" (not applicable). This shows the employer that you read the question, but that it does not apply to you.
- Be prepared with all the materials and information you'll need. The job application example that you create when you finish this computer program will have all the information you'll need *if you fill it out correctly and completely.*
- Make sure all of the information you provide in application is accurate. Check your reference list, telephone numbers, Alien Registration number and Social Security number before you write them down on the application.
- Try to conserve space when filling in lines or boxes in an application by writing small and anticipating the amount of space that your answer to a question may require.

Getting a job is about presentation. How you present yourself and your application can make all the difference! Follow these suggestions and you can get your foot in the door of a great future!