

APPLICATION MATERIALS OVERVIEW

Many applicants seek clarity on how to effectively complete an application form, resume, cover letter, and responses to supplemental questions. Each document plays a distinct and valuable role in telling your story. Below is an overview of the purpose of each application component, along with tips to help you present your qualifications clearly and confidently.

Purpose for Various Application Documents	
Job Application	<ul style="list-style-type: none"> • Emphasis on <u>history</u> • Standardized way to obtain complete and detailed candidate information • Serves as a legal document in which the candidate acknowledges the information is true and accurate • Grants employer permission to conduct background check, contact references and verify credentials • Employer can cross reference information listed in resume, cover letter and responses to supplemental questions
Resume	<ul style="list-style-type: none"> • Emphasis on showing evidence of related qualifications • Flexible formats to best showcase related qualifications • Serves as a “marketing brochure” • Highlights past results achieved and value provided
Cover Letter	<ul style="list-style-type: none"> • Emphasis on <u>interpreting</u> resume and <u>connecting</u> the dots between your qualifications and job requirements • Why you? • Why this job? • What value you can bring • What “problems” you can solve • See writing skills and style (when important job requirement)
Supplemental Questionnaire	<ul style="list-style-type: none"> • HR screening tool • Quickly identify qualified candidate pool • Obtain specific information from each candidate • Convey important information
Candidate Tips	
Job Application Form	<ul style="list-style-type: none"> • NEVER say “See resume” • Clearly document all experience (paid and unpaid) and education chronologically beginning from current and going backwards. • Go back at least 10 years OR as far as necessary to capture <u>related</u> experience • Use job titles that others easily understand • List duties performed in each job that are related to the position at the top • Quantify, i.e. respond to over 100 phone calls/day; manage \$100K operating budget • Find a positive way to explain gaps in employment • Show the <u>evidence</u> of performing all experiences and skills you mention in your resume, cover and responses to supplemental questions.

Resume	<ul style="list-style-type: none"> • Tailor resume to showcase skills, experience, education and achievements <u>directly related</u> to the specific job • Make resume visually appealing, easy to read • Provide evidence to back up any claims made in cover letter or responses to supplemental questions
Cover Letter	<ul style="list-style-type: none"> • Explain why this job and why this employer • Make a personal connection to some aspect of the job or organization. • Convey enthusiasm and what you offer • Organize and communicate thoughts clearly • Keep to one page but no more than two • DON'T do a one-sized fit all cover letter
Supplemental Questionnaire	<ul style="list-style-type: none"> • Read questions carefully and address ALL elements of the question • Be concise yet thorough in your responses • Organize and communicate thoughts clearly • Provides you insight to what is really important to the job and what you need to cover in all your application materials

When your materials align with the job's language and are thoughtfully prepared, you make it easy for employers to see your qualifications and create a strong, positive first impression.