

Application Materials Overview

Many people are confused about what to include in an application form, resume, cover letter and responses to specific supplemental questions. Each of these documents serves different purposes. Below outlines the purpose for each of the application documents along with some tips to maximize the effectiveness of your application documents.

Purpose for Various Application Documents and Tips for Job Candidates			
Job Application Form	Resume	Cover Letter	Supplemental Questionnaire
PURPOSE			
<ul style="list-style-type: none"> Standardized way for employer 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 or credit checks, contact references and verify credentials Employer can cross reference information listed in resume, cover letter and responses to supplemental questions 	<ul style="list-style-type: none"> Candidate's opportunity to "market" themselves and highlight those qualifications <u>relevant</u> to position 	<ul style="list-style-type: none"> Candidate's opportunity to explain why he/she is interested in this position and why he/she is the best person for the job Provides employer an insight to the person's personality along with the person's writing skills 	<ul style="list-style-type: none"> Employer can quickly screen and identify candidates who have key skills and meet experience requirements important to the position
CANDIDATE TIPS			
<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 Include duties performed in each job that are related to the position 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. 	<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 	<ul style="list-style-type: none"> Explain why this job and why this employer 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 	<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 important to the job and what you need to cover in all your application materials
<p>Make it easy for employer to see how you meet job qualifications. Use same key phrases and terminology provided in job posting. Make a favorable first impression - ensure your materials are clear, complete, and free of typos or other errors.</p>			