



APPLICATION TIPS

Tip #1 - Your Resume

On average, an employer spends roughly 30-45 seconds looking at a resume. Here are some basic rules to follow when creating your resume.

CONTENT:

- Keep it short and concise
- Use descriptive action words to identify accomplishments
- Quantify those accomplishments
- Correct typos and grammatical errors
- Provide up-to-date contact information

FORMAT:

- Use bullet points - Short, quick, and easy to read
- Use larger than .5" margins
- Use larger than 11-point font
- Use consistent formatting from top to bottom
- Use reverse chronological order - most recent experiences are listed first

Tip #2 - The Interview

In order to succeed, you must plan! You want to come to a job interview prepared with everything you need, organized and ready to go.

PREPARATION:

- Research the company and the industry
- Dress professionally
- Familiarize yourself with your resume
- Be able to provide specific details of work you have done
- Practice interviewing
- Make eye contact and smile
- Demonstrate a positive attitude
- Make copies of your resume to take with you
- Provide a list of references
- Have question to ask the interviewer