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.

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

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

Spell correctly and use proper English.

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

Ask permission from references before listing them on your application.

Use action verbs to describe your experiences such as:
- Created
- Participated
- Completed
- Volunteered
- Developed
- Supervised
- Organized
- Attended

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.

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

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.