Application Tips:

- Submitting 3 good quality applications is better than 10 poor quality applications
- Take the time to produce a complete and error free application
- Fill in all blanks or write N/A (not applicable)
- Read carefully and follow the directions – Consider this a test
- Use black ink and neat handwriting if completing a paper application
- Never volunteer negative information (criminal record, job terminations) but if specifically asked on an application, submit these details or write "will discuss at interview"
- Don't write "see resume" on any part of the application
- Don't lie about your experience or qualifications
- If completing an application in person, you should be dressed and prepared for the possibility of an interview.
- **Contact the employer 5-7 days after submitting your application to follow up and show you are interested in the position.**

Resume Tips:

- Use a standard font like Times New Roman or Arial
- List the most important information in the top section
- Use a simple design
- List a professional email address
- List a working phone number
- Use action words (prepared, inspected, created, established, developed)
- Highlight your achievements
- Refrain from writing long paragraphs
- Resumes should be one page
- Spell check and proofread so there are no errors
- Don't use words like "I" or "me"
- Use bold or bullet points to help important information stand out
- Ensure all information is true and accurate
- Resumes should be tailored to the type of job you are applying for
- **Capture the reader's attention in 6 seconds (This is the average time an HR representative takes to scan a resume.)**