



UNP-2084

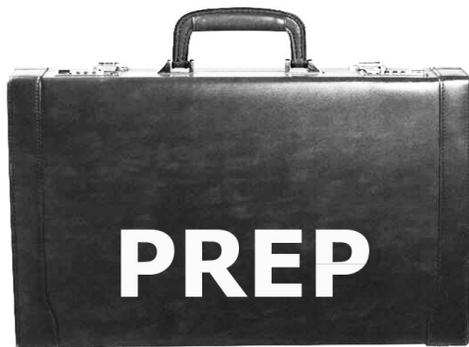
## Job Application Tips

The length of a job search varies from person-to-person. According to the United States Department of Labor's Bureau of Labor Statistics, a job search can last a year or longer due to various factors. However, an accurate and complete job application helps to increase your chances of landing the job you want in a timely manner.

Because applications are the first tool employers use to screen applicants, it is very important to have a good understanding of how to effectively complete the application process. Below are some tips that can help you achieve greater success.



1. Read the entire job announcement before starting to complete the application.
2. Follow directions.
3. Explain in detail past work experiences. Show how prior work experiences meet the listed job requirements.
4. List all education experiences.
5. Be sure to complete all parts of the application.
6. Include all required documents with the application.
7. Review all information before final submission of application.
8. Never submit an application without using your computer software to run a spelling and grammar check on a document.



The Alabama Cooperative Extension System provides helpful job tips to maximize your job search knowledge and skills, including completing job applications, developing resumes and cover letters, dressing for the job, and interviewing techniques. For example, the Promoting Readiness for Employment Possibilities ((PREP) at [www.aces.edu/urban/PREP/](http://www.aces.edu/urban/PREP/)) is an excellent program to help you to enhance your job search skills.

Contact your local Extension office in the blue pages of your phone book or visit [www.aces.edu](http://www.aces.edu) to learn more about PREP and other helpful workforce resources.

## References

Alison, D. (2014). *Job application tips: Tips for completing job application*. Retrieved from <http://jobsearch.about.com/od/jobapplications/qt/jobapplicationtips.htm>.

United States Department of Labor. (2011). *How long before the unemployed find jobs or quit looking?* Bureau of Labor Statistics. Retrieved from [http://www.bls.gov/opub/ils/summary\\_11\\_01/unemployed\\_jobs\\_quit.htm](http://www.bls.gov/opub/ils/summary_11_01/unemployed_jobs_quit.htm).



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**For more information**, call your county Extension office. Look in your telephone directory under your county's name to find the number.

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**Revised, January 2016;** UNP-2084

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