

Job Application Tips

► An accurate and complete job application helps to increase your chances of landing the job you want in a timely manner.

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.

Tips for Application Success

- Read the entire job announcement before starting to complete the application.
- Follow directions.
- Explain in detail past work experiences. Show how prior work experiences meet the listed job requirements.
- List all educational experiences.
- Be sure to complete all parts of the application.
- Include all required documents with the application.
- Review all information before final submission of application.
- 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, better known as PREP, is an excellent program to help you to enhance your job search skills.

Visit the Alabama Extension website at www.aces.edu/ PREP or contact your county Extension to learn more about PREP and other helpful workforce development resources.



Figure 1. Stack of job applications. iStock image by tommaso79.

References

- Alison, D. (2019, February 14). *How to fill out a job application*. Retrieved from <https://www.thebalancecareers.com/how-to-complete-a-job-application-2058589>.
- United States Department of Labor. (2019, February 15). *Labor force statistics from the current population survey*. Retrieved from <https://www.bls.gov/cps/lfcharacteristics.htm>.



Ciji Griffin, Urban Regional Extension Agent, Alabama A&M University.

For more information, contact your county Extension office. Visit www.aces.edu/directory.

Trade and brand names used in this publication are given for information purposes only. No guarantee, endorsement, or discrimination among comparable products is intended or implied by the Alabama Cooperative Extension System.

The Alabama Cooperative Extension System (Alabama A&M University and Auburn University) is an equal opportunity educator and employer. Everyone is welcome!

Revised October 2019, UNP-2084 © 2019 by the Alabama Cooperative Extension System. All rights reserved.

www.aces.edu