



How to Apply For a Position

You have found a job you want and you are ready to apply. But what do you do? How do you stand out?

If the posting indicates you need a resume, you need a resume. For information on how to write one, see "How to Write a Resume".

The key to submitting a successful application is to FOLLOW THE DIRECTIONS. You may be asked to submit a resume. You may be asked to submit an application. You may be asked to come to the office and complete an application. Whatever the procedure, not following the directions in the post will cause you to not be considered for the job because you cannot follow directions.

Unless they ask you to submit a form, you will need some sort of cover letter / cover email. Never send a resume without a cover of some kind! For more information on cover letters, see "Cover Letters and Emails".

If you are asked to complete an application, set aside enough time to do it well. This is your first impression at the organization and a person or committee will review what you write to determine if you should come in to interview. Fill out each field completely and accurately. If there is a free response question, put some thought into the answer. Enter it first into a word processing program so you can spell and grammar check it. Making your answer thorough and thoughtful will help you stand above your competition.

Some companies will have you apply through a temporary or staffing service. These companies are great to work with as they have many options for positions so if you aren't right for the one you apply for, they have others they can offer. Typically with companies that work with staffing agencies you would be an employee of the staffing agency for a period of time and then offered a job with the company. The staffing agency should be able to share those details and let you know what is required for the hire to happen.

With the staffing agency you will receive benefits and information on how to interact with the agency. Be sure you fully understand both. Treat an interview with a staffing agency the same way you would a regular company. For tips on interviewing, see, "How to In-Person Interview".