

An abstract graphic on the left side of the slide consists of several 3D rectangular blocks of varying heights and colors. The colors include red, orange, teal, and light blue. The blocks are arranged in a way that suggests depth and perspective, with some blocks appearing to be stacked or connected.

WORKFORCE DEVELOPMENT

JOB APPLICATION ETIQUETTE



AGENDA

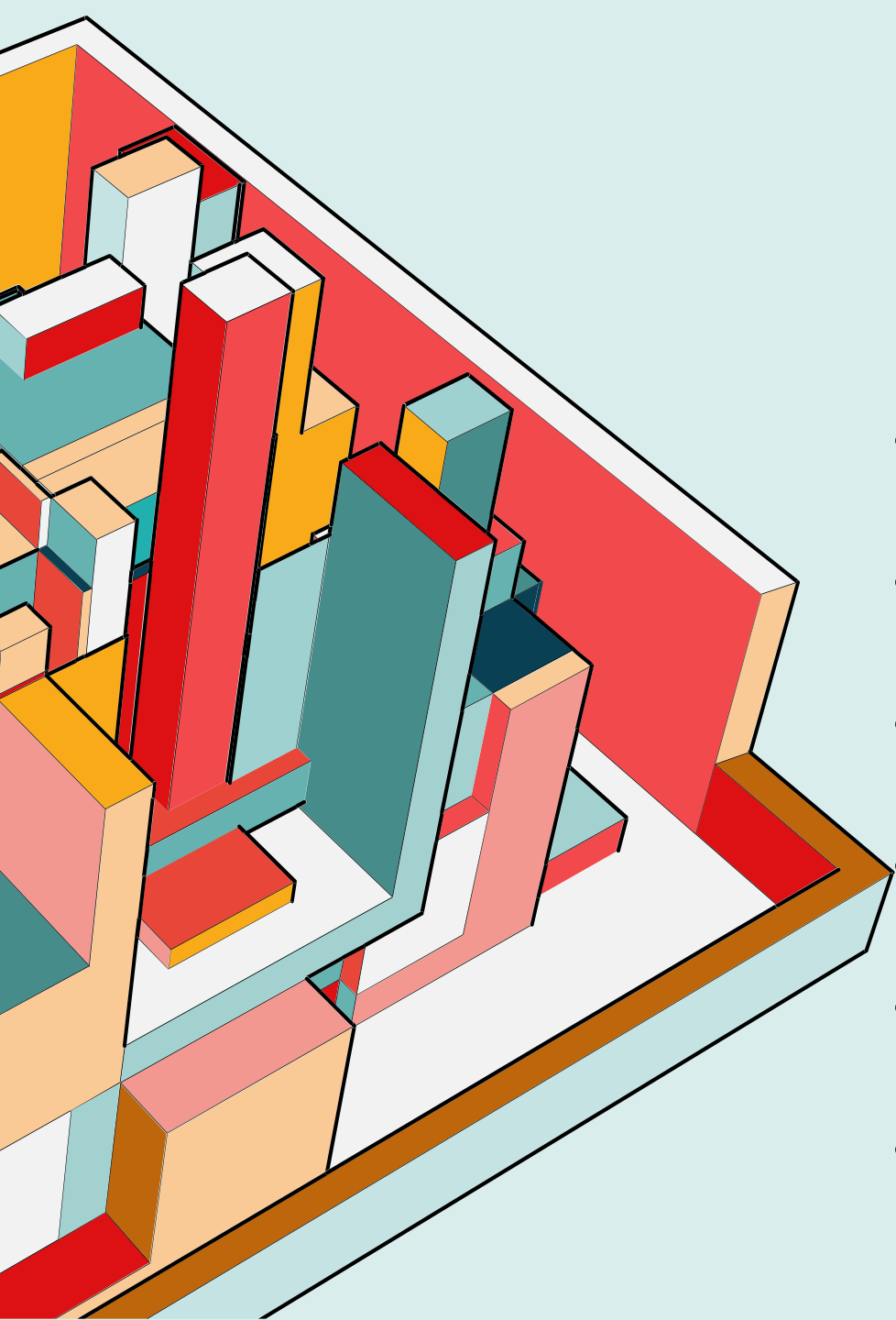
- Why Job Applications Etiquette Matters
- Key Sections of a Job Application
- Step-by-Step Guide to filling Out Applications
- Common Mistakes to Avoid
- Tips for Success





WHY JOB APPLICATION ETIQUETTE MATTERS

1. First Impressions Count- Your job application is often the first impression an employer will have of you.
2. Accuracy & Attention to Detail- Properly filled-out applications show that you pay attention to detail and are serious about the job.
3. Professionalism- A well-organized application demonstrates your professionalism and ability to follow instructions.

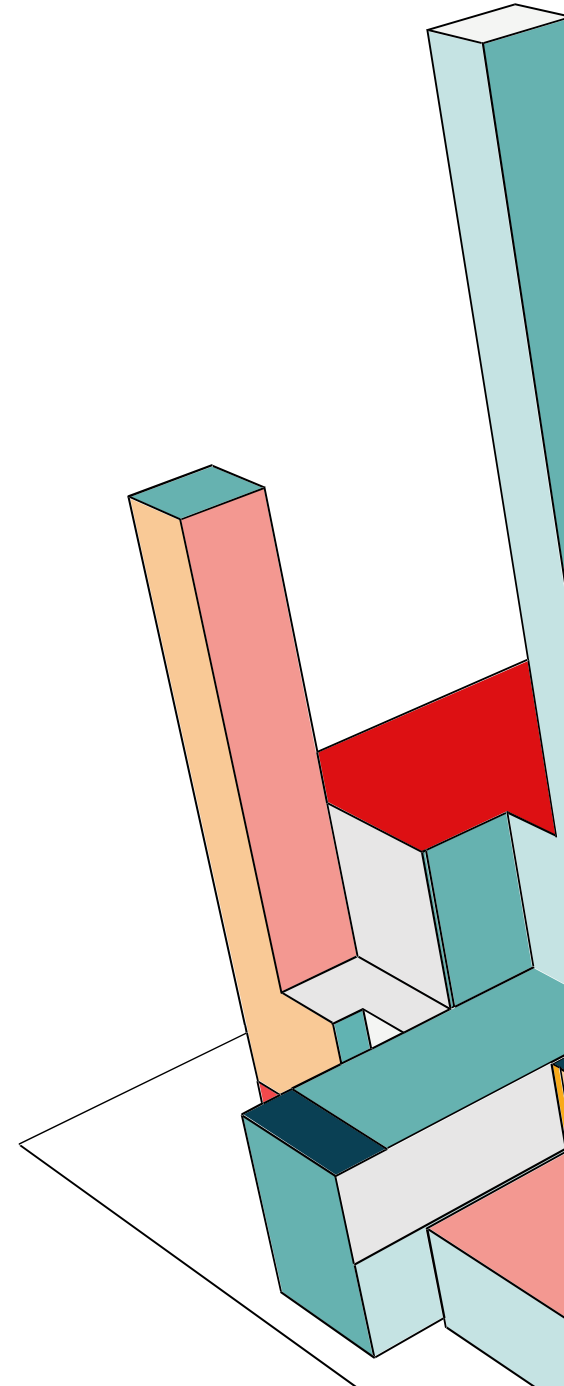


KEY SECTIONS OF A JOB APPLICATION

- **Personal Information:** Name, address, contact info (make sure it's current)
- **Job Title/Position:** Ensure you apply for the right role/position
- **Work Experience:** Include relevant jobs with clear dates and responsibilities
- **Education:** Highest level of education, certifications, and relevant coursework
- **Skills:** Include both hard and soft skills related to the position
- **References:** Provide professional references with updated contact details

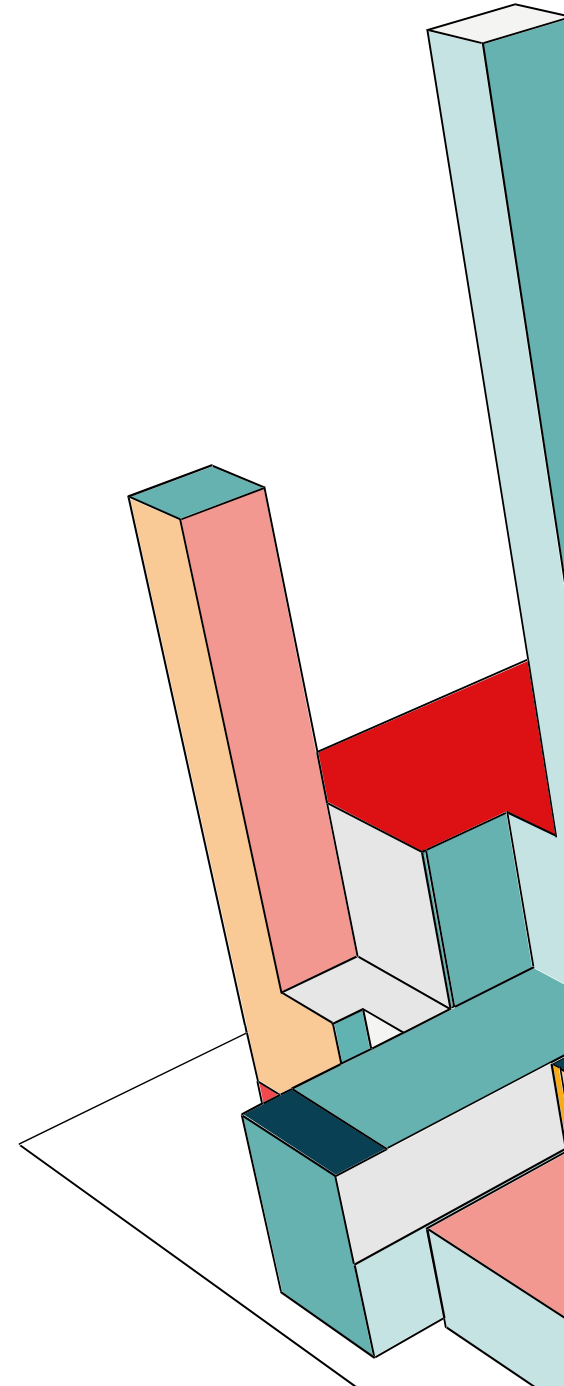
STEP-BY-STEP GUIDE TO FILLING OUT APPLICATIONS

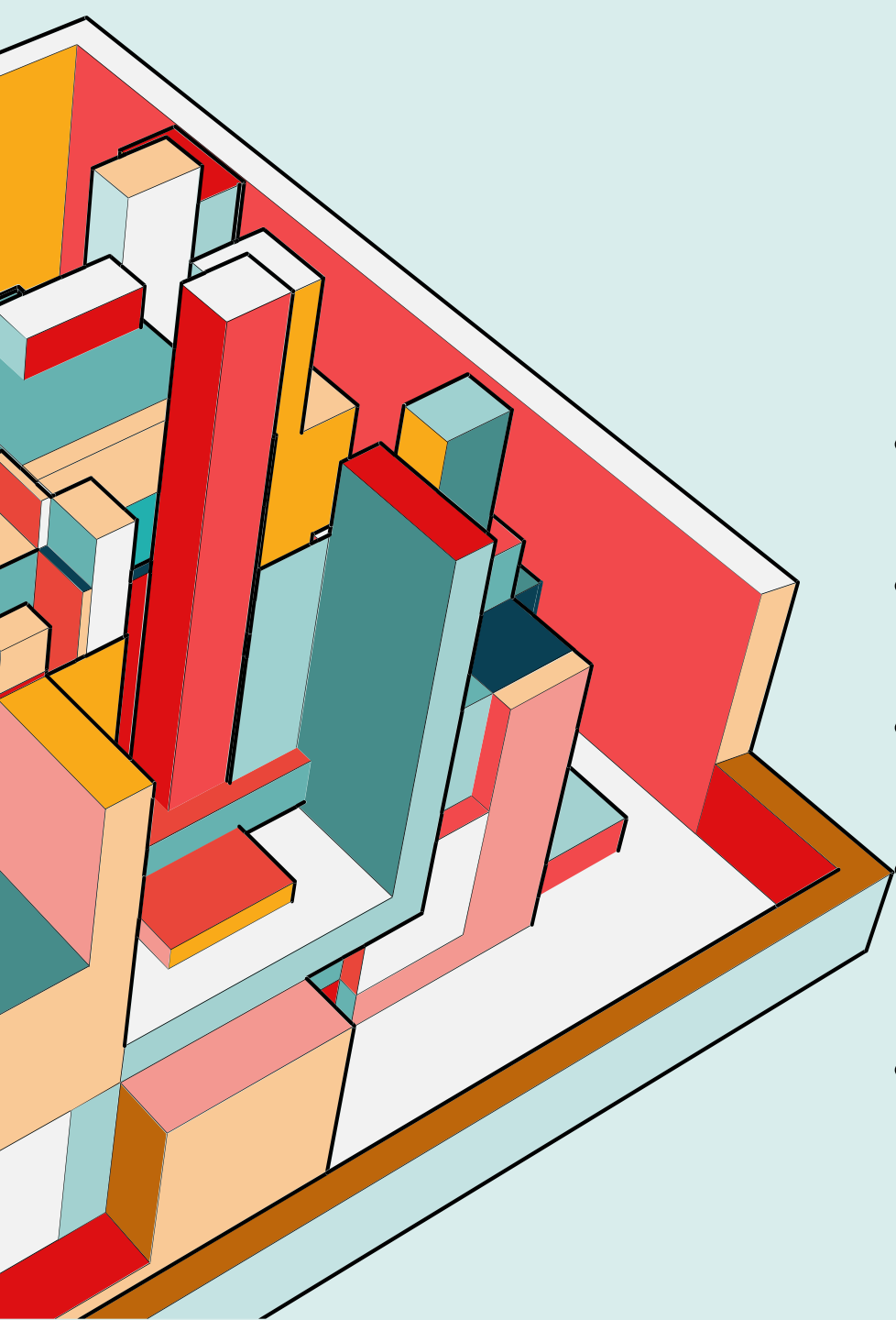
- **Personal Information:** Use a professional email (firstname.lastname@gmail.com) Ensure your contact number is current.
- **Job Title/Position:** Double-check you're applying for the correct role. Match your application to the specific job description if possible.
- **Work Experience:** List jobs in reverse chronological order (most recent first) and include job duties and achievements that match the skills required for the job.



STEP-BY-STEP GUIDE TO FILLING OUT APPLICATIONS (CONTINUED...)

- **Education:** List your highest degree or relevant certifications. If you have no formal education, focus on other qualifications like certifications or volunteer work.
- **Skills:** List technical skills (computer software) and soft skills (teamwork, communication). Match skills mentioned in the job description to your experience.
- **References:** Use professional references who can speak to your work ethic and skills. Always ask for permission from your references before listing them.





COMMON MISTAKES TO AVOID

- **Typos & Spelling Errors:** Always proofread before submitting. Small mistakes can hurt your chances.
- **Leaving Sections Blank:** If a section doesn't apply write "N/A" instead of leaving it empty
- **Inconsistent Dates:** Ensure job start and end dates match across your resume and application
- **Unprofessional Email or Phone Number:** Use a simple, professional email and make sure your voicemail is clear and professional
- **Overloading with Irrelevant Information:** Stick to relevant skills and experience that directly align with the job

AFTER SUBMITTING YOUR APPLICATION

- **Follow Up:** If you haven't heard back in a week or two, consider following up to show interest.
- **Prepare for the Interview:** Research the company and role, and practice your interview skills.
- **Stay Organized:** Keep track of the jobs you apply for and any deadlines or follow-up actions



QUESTIONS???

