

DO'S and DON'TS of Applying to Jobs



DO

Have multiple reviews of your resume/CV

Gaining feedback on your resume or CV from multiple points of view will help you to understand the varying perspectives. For example, if you are applying for a state job, have a state employee review your resume.



DO

Apply early

Allows you to spend time on organizing required documents and personalizing your application to each position. Demonstrates drive and motivation. Allows for any issues that arise in the application process to be addressed.



DO

Proofread, proofread, proofread!

Your application materials are your first impression, and first impressions are everything. Grammatical, spelling, and format errors can lead to a quick dismissal of your application packet. Have someone who's never seen your materials, read them. A fresh eye catches many errors!



DO

Write Succinctly

Although you shouldn't limit yourself to a page, you should write succinctly. Use bullet points where they make sense, and keep resume/CV skills to the point. A resume/CV or cover letter that is too long is just as unappealing as one that is too short.

DON'T

Use the same Cover Letter



Each cover letter sent should be tailored to the job description supplied by the employer. Take the time to highlight how your experience matches the experience they are looking for and what you personally can bring to that position. Use language in the job description in your cover letter.

DON'T

Restrict your resume to one page



Unless specifically asked for, do not limit your resume or CV to one page. If a skill is important to the application, make sure it is listed, do not sell yourself short.

DON'T

Address letter "To Whom it may Concern"



Always do your due diligence on who you are sending the application to. If you are provided a name to submit your materials to, take to time to learn who they are, what their prefix (Mr., Ms. Dr.) may be. Do not make assumptions.

DON'T

Repeatedly contact the hiring manager



If you haven't heard back from the hiring manager after a couple of weeks, it is okay to send them an email stating you are checking they received your materials. However, do not contact them repeatedly. One check in is acceptable, multiples are not.