Session 14--Tips for Online Job Applications Handout

1. Keep your personal information close to the vest
No credible employer will ask for – and you shouldn't offer – personal information such as bank account or credit numbers, mother's maiden name, or identifying characteristics such as eye color.

2. Verify the legitimacy of a company or recruiter before completing an online application
Speak with industry groups or do an online search about the prospective firms of interest to learn about their reputation as an employer.

3. Update your resume
You may be applying for the same type of job but in different industries. Your resume should include up-to-date information that is tailored to that particular company and industry. However, it's a good idea to keep an online version of your resume available so that you don't have to start from scratch every time.

4. Clean up your online presence.
You might have all the qualifications and skills an employer is looking for – but if your email address is vampyreluvver@email.com and pics of your bat-wing tattoos are plastered on Facebook, hiring managers might be a little freaked out. You don't want to pretend to be someone you're not – but think about how you might come across to hiring managers. **Use a neutral email address**. Also, look for jobs that fit your personality; facial piercings and front-desk jobs might not go so well together.

5. You come across as being ~~carless~~ careless.
Submitting a job application that says "Worked in restorant as a bartinder" tells the hiring manager that you're just not trying very hard. Print out a copy of your resume and ask friends and family to proofread

7. Attach a cover letter with your resume
Attach a cover letter with your resume if the application allows it.

8. Reread your completed application -- before hitting "send"
Be sure to proofread your online application to ensure it is completed correctly before submitting. You may not be allowed to reapply or have a time constraint for reapplying. Typos aren't any more acceptable online than they are on paper.

9. Prepare for technical glitches
Save a completed online application for your files or print out a copy before submitting in case you need to reenter data or resubmit.

10. Avoid attachments
When possible, cut and paste your cover letter and resume into the body of your e-mail. Many hiring managers avoid attachments for fear of viruses. Or they simply don't want to be bothered. When a boss is swamped with hundreds of applications, merely opening a Word file can seem like too much work.
If you must use attachments, name them clearly and professionally, such as jdoeresume or jdoecover. That way, the employer can easily tell what they are and whom they are from.

If you are having challenges using the SkillsCommons.org website, please contact us at support@skillscommons.org and we will work with you to resolve the accessibility challenges and/or provide an equally effective alternative access using the Equally Effective Access Planning Tool developed by the California State University. SkillsCommons is committed to supporting the progressive standard set by Section 508 of the Rehabilitation Act of 1973.

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