**TIPS FOR COMPLETING APPLICATIONS**

When you submit an application, you are giving a first impression of who you are as a person and an applicant. The care that you put into your application reflects the care you will put into your job, internship or program. A short form with simple questions gives a potential employer or the selector a limited amount of information about you, so you have to do it perfectly. Remember these three steps:

1. **Complete**

* **Be Thorough and Thoughtful:** If the question is asked in a complete sentence, answer in a complete sentence and/or follow the directions. Stand out by explaining why you are applying and why they should pick you. The more you write, the more the selector knows about you. Write it out on scrap paper first.
* **Answer ALL questions truthfully**: Your application could be discarded before it is even read if you leave anything blank. If you do not know how to respond, ask someone (teacher or counselor); don’t guess or make it up. If a question does not apply to you, you can write N/A, but be careful not to overuse N/A. (N/A= Not applicable)
* **Write out everything:** including your school name, your address, and especially do not use abbreviations that a complete stranger may not understand. If you have limited space, make sure your abbreviations are correct and widely recognized, such as St. for Street.

1. **Neat**

* **Print clearly, legibly, and professionally with blue or black pen**: If the selector cannot read your writing, they will not waste time trying to decipher it. Also, if they cannot clearly read your email address or phone number, how will they contact you to let you know you got the job? Avoid bubble letters, hearts, symbols, and flowing or slanted handwriting. Use either blue or black ink: avoid using pencil, marker, colored pencils/pens, and limit yourself to only one color ink. If you can, type it.
* **Do not fold or crumple paper**: Keep the application in a binder or folder until you turn it in. If you need to fit the form into an envelope, fold it neatly in thirds only.
* **Use Whiteout or start over**: if you make a mistake, don’t cross out, scratch out or scribble. Before you start, make an extra copy in case you need it.

1. **Meet** all requirements

* **Follow Directions and Finish:** Make sure you have included any additional paperwork or requirements like parent signature and adult/professional references.
* **Check your spelling, capitalization, punctuation, and grammar**: use proper English, avoid slang and spell everything correctly.
* **Turn it in on time:** There is usually a reason for deadlines, so if you turn your application in late, it probably won’t be read.