

# JOB APPLICATION

No doubt about it, you are unlikely to go through life without filling out a few job applications.

When an employer looks at a job application, it may be the only thing they will ever see of you, and they are going to make a snap decision about whether it is worth their precious time to speak to you or not. So this is your one and only chance to make your first impression, at least on paper.

## FLIP OVER FOR YOUR NEXT CHALLENGE



### EARN THIS NUGGET

Get hold of a couple of job applications, and practice filling them out, thinking through the best answers. If you know an employer, have them read through your presentation and see what advice they can give you.

1. Practice. When you get an application, make a copy, or multiple copies and practice. Don't only practice what you are going to write, but how you will write it. Handwriting skills are immensely important for this. If the employer can't read it, don't expect a call.

2. I would recommend using an erasable ink pen, so if you do make a mistake, you can correct it. Of course you hope you won't need to make a correction, just knowing that you can, can take some pressure off.

3. Keep the final paper as perfectly clean as you can, no coffee stains, no creases if you can avoid it. If it looks like you don't care about the form, why should the employer?

4. Think your answers through carefully. You can't change your experience, but you can often put a more positive spin on things.

5. If you are asked about personal interests, understand that the employer is looking for a personable go getter. So interests that show character and achievements, team work and leadership as well as a desire to get out of the house can all help. Video games, social media and surfing the internet are unlikely to impress.

