

Following Application Instructions

Following instructions is crucial when applying for jobs, as it demonstrates your attention to detail and your ability to follow directions. Here are some tips to help you navigate the application process successfully:

1. **Read the Instructions Carefully:** Before starting the application, thoroughly read all the instructions provided by the employer. Take note of specific requirements, deadlines, and any additional materials requested.
2. **Create a Checklist:** Make a checklist of all the required materials and steps for the application. This will help you stay organized and ensure you don't miss any crucial details.
3. **Understand the Application Process:** Familiarize yourself with the application platform or system. Learn how to upload documents, submit files, and complete any required forms. Ensure your documents meet any technical specifications.
4. **Highlight Relevant Experience:** Tailor your resume and cover letter to match the specific requirements outlined in the job posting. Showcase relevant skills, experiences, and accomplishments that align with what the employer is seeking.
5. **Provide Complete Information:** Fill out all the required fields in the application form. Even if a section is optional, consider providing additional information that highlights your qualifications.
6. **Proofread Your Application:** Before submitting, carefully proofread your resume, cover letter, and any other written materials. Typos and errors can create a negative impression.
7. **Follow the Formatting Guidelines:** If the employer provides specific formatting guidelines for resumes or cover letters, make sure to follow them. This demonstrates your attention to detail and professionalism.
8. **Submit Application Before the Deadline:** Aim to submit your application well before the deadline. Last-minute submissions may lead to technical issues or mistakes and can give the impression that you procrastinate.
9. **Use a Professional Email Address:** Ensure your email address is professional. A school email or one that reflects your name is appropriate. Avoid casual or nickname-based email addresses.



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10. **Check Contact Information:** Double-check that your contact details are accurate, including your phone number and email address.
11. **Portfolio or Work Samples:** If the job application requests a portfolio or work samples, ensure they are relevant and properly included.
12. **Follow Up Appropriately:** If the employer's instructions mention following up after submitting your application, do so professionally and courteously to show continued interest.

Remember, attention to detail and the ability to follow instructions can set you apart from other applicants. Taking the time to submit a well-prepared and error-free application shows your commitment and professionalism.