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- Always save your résumé and cover letters as “YourNameResume.pdf” or “YourNamePositionResume.pdf” Representatives get a lot of applications a day so the easier you can make their job, the better.
- Read over your application before submitting it. Most online applications give you a chance to review it before submitting it—take advantage of that! This is your last chance to check for any typos, mistakes or other errors that could lead you to not get the interview.
- When it comes to uploading application materials (cover letter, résumé etc.) make sure your files can be opened on any computer. If they cannot be opened on a representative’s computer, then they won’t be opened at all. (PDF is the best route).
- Have your references available before you begin. Remember to first ask permission and if they agree to speak on your behalf, have a list of all of their contact information ready to go. You may be asked to fill this information out as part of the online application or asked to upload your list.

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