

Job Applications



Goal: Specific, tangible experiences

Strategy: Specify and Actify!

Revise the following statements to make them specific and active:

ORIGINAL: Used software to create maps and analyze data

REVISED: Analyzed population data and created topographical maps using ArcGIS and ESRI

Started with a strong, active verb (we could have also started with “created”) rather than the passive “used”. Specified what kind of data and maps, as well as what software was used.

ORIGINAL: I believe my internship experiences might help me succeed in your organization

REVISED:

ORIGINAL: I learned a lot that could help me to do well in my chosen career

REVISED:

ORIGINAL: I have helped with many lab techniques

REVISED:

Choose three sentences from your own application to make more specific and active:

ORIGINAL:

REVISED:

ORIGINAL:
REVISED:

ORIGINAL:
REVISED: