

# Job Applications



## GENRE OVERVIEW

- What makes you **uniquely qualified** - your “brand”
- **Specific** experiences using active language
  - No vague language, clichés, or gimmicks
- **Tailored** to each specific position
- Connects your goals, skills, aims, objectives, passions, experiences with **actionable results**, demonstrating your ability to succeed
  - My experience with \_\_ means I will be able to do \_\_ for you
- Connects to **your goals**, long- and short-term
- Always start and end with **YOU**
- Answer the prompted question (*when applicable*)
- Reviewed for genre-specific formatting

## APPLICATION CHECKLIST

- ✓ **Research** the aims and objectives of the organization, *don't just rely on their job ad*
- ✓ Make a **comprehensive list** of qualifications they're looking for to guide your application
- ✓ **Compare** what they're looking for to your own list of skills and experiences
- ✓ **Explicitly connect** their goals with yours