

# DO YOU HAVE QUESTIONS ABOUT APPLYING TO A JOB? WE HAVE ALL THE ANSWERS!

## WHAT IS A JOB APPLICATION?

A job application is a document that summarizes your education and professional experience for your potential employer. It includes all the critical information to assess whether you're a great candidate for an open job.

You might complete a job application online, or in-person, depending on the company. A job application is a legally-defendable document - meaning that it's especially important that the info is thorough and accurate.

There are several steps when applying to jobs. We'll outline all of those for you in this toolkit!

What is a job application?

Job Searching

Company Researching

Prepare your Materials

Application Follow-Up

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## HOW TO JOB SEARCH IN YOUR FIELD

Searching for the right job for you can be as easy as a Google search!  
A 2015 study by the Pew Research Center found that almost 80 percent of Americans used online resources in their most recent job search.

There are a host of websites that have helped make job hunting smoother.

For job search websites, try [Indeed](#), [CareerBuilder](#), [USAJobs](#) or [Monster](#).

To find jobs or talk to a recruiter, check out [LinkedIn](#).

For transparency around company salaries, explore [Glassdoor](#).

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## HOW TO RESEARCH HIRING COMPANIES

Not only is it critical to understand the details of the job you're applying for, it's also critical to understand the company who is hiring.

Having a strong understanding of a company - from what it does, to its size, to its mission and workplace culture - can at times be the deciding factor in submitting your application.

Start by looking through the company's website, particularly paying attention to the "About Us" section.

You can also set up an informational interview with someone you may know (or not know!) within the company. This stage of the job search process is the perfect time to utilize our Member Database, to see if anyone within our network can provide their two cents.

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## HOW TO PREPARE ALL YOUR MATERIALS FOR YOUR APPLICATION

Next, you'll want to pull together and prepare all the required materials for the application. The standard materials include a resume and cover letter.

Some hiring companies also ask for references or a writing sample. References are people that know you as a person and a worker, who can speak to your professional abilities. Companies usually only ask for 2-3 references, but it's a good idea to have 5-6 prepared just in case. Your references could include:

- a former employer
- a teacher or professor
- an academic advisor
- a former colleague

Once your resume, cover letter, and references are in proper shape, you're ready to submit your application!

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## HOW TO FOLLOW-UP AFTER YOUR APPLICATION IS SUBMITTED

### If you receive an invitation for an interview...

Congrats! You don't need to do any additional follow-up. Learn more tips and tricks for the interview process here.

### If you haven't heard back for a week...

Consider sending an email to the recruiter or hiring manager, to check in about the status of the application, and to reiterate your interest in the job.

The rest is a matter of waiting for a response from the employer!

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