

Need A Job? Don't Ever Do These During Applications

If you want to land a job, you have to accomplish the application. This is your first step into the world of employment, and this can make or break you. Even if you are indeed the best in your field, your any error in your resume or cover letter can quickly ruin the first impression.

One survey conducted by CareerBuilder revealed that more than half of employers regard typos as one of the top mistakes potential employees do on their resumes. Likewise, this makes employers dismiss applicants easily. Still, typos are not the only enemies you have to defeat. Even if you are perfect when it comes to spelling, there are things you should also watch out for.



via [Forbes](#)

Buzzilium
March 23, 2016

1. You skip those education and experience fields on the application form.

You might think that the sections on education and experience are simply a waste of time, but those are seriously important. According to author Lisa Quast, the information written on these fields help recruiters to compare candidates with each other. So maybe you have already uploaded a resume that said the same things, but please put the information in the application fields again.

2. You don't update yourself with the times.

Look, it's already 2016. Using "Dear Sir" or "Dear Madam" is already quite outdated. Likewise, saying that you are skilled in Microsoft Word is not always going to be a good thing. Understand that those different industries have different expectations. Sometimes, the things you indicate can leave a bad impression.

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3. You don't fix your grammar.

Okay, now you have a spelling checker, but what about your grammar? One of the easiest grammar mistakes you could ever make is to switch the tenses used. For example half of the bullet points in your resume are in the past tense, but then the remaining half are in the present tense. So you "have organized a forum" but you also "teach out-of-school youth." Those are indeed admirable but do understand that such mistakes in tenses can convince a hiring manager that you are not deserving of an interview.

If you need a quick tip, remember to use the past tense for indicating your past positions and use the present tense for the current responsibilities you have in your present work.

4. You simply do not follow the instructions.

Read the instructions and follow them. It is that simple. If it says that you should paste your resume into the email, do it. If the hiring manager required you to give provide four copies of a form, then do not give five or three copies. Hiring managers need to do their jobs efficiently, so they will likely disregard your application if you cannot even follow the rules.

Even if the instructions seem to much at times, follow them.

5. You do not make a cover letter.

Sure, it is an optional cover letter, but nowadays you should probably treat it as something mandatory. If you want your potential employer to understand just how much you want the position, spend some time to create your own cover letter. Telling your employer why you are fit for the job through your cover letter can make you more noticeable than others who did not make one at all.

In addition, Lisa Quast noted that your cover letter should be an attachment and that it should be copied into the job application field too. While having it as an attachment will make it more convenient for the hiring manager to print it, the database algorithms can easily pick keywords in your cover letter if you put it in the application field.

6. You talk about pay even if you are not asked to.





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If the job application requires you to mention about your previous salaries, then write them. However, do not make the mistake of telling how much you expect to earn in your cover letter or resume when the application does not even ask about it. This could easily make your employer think that you are only there for the money.

h/t [mental_floss](#)



Career Woman, Inc.