



# InterviewPenguin.com

## Your Best Job Interview Coach Since 2011

### **Job Application Tips by InterviewPenguin.com**

#### **1. Enter as much info as possible, send everything they want from you**

Many candidates will send just their resume. No cover letter, no references, no salary history. Simply nothing.

This is okay only if the employer explicitly asks you to send them only your resume. In all other cases, you should send more.

#### **2. Fill all blank spaces in your job application**

Empty spaces are not good. If you do not know how to answer certain question on an online job application, think for a while. I am sure you can figure it out within a few minutes.

The more you write about you, the more you tell them, the better your chances of succeeding will be.

#### **3. Include (or attach) your picture**

A picture makes from a random number a human being with a face and soul. Job search is often quite impersonal. You fill in countless forms, and often you do not even get a chance to talk to someone who has the power to hire you. A picture can make things more personal. A professional picture of you, with a smile on your face.

#### **4. Show extra motivation—if you get a chance to show it**

If you are applying for a job in a store, mention that it is your favorite place for shopping.

Similar example: If you apply for a job in a travel agency, mention that some of your friends traveled with them, and were more than satisfied with the trip and the customer service they got. Praise your interviewers for something, and they will like you more than they did like you before...

**Source and more information:** <https://interviewpenguin.com/job-application-tips/>