

# ONLINE APPLICATION TIPS

- If you have a good resume, it makes the online application process easier
- Sometimes the online application only allows one document to be uploaded so combine the cover letter and resume in one document
- Many of the questions can be answered using the examples you have prepared for your resume – cut and paste where appropriate
- The reviewers look for key terms or key companies with good reputations
- Use key terms in your answers – if they ask for Excel, then put your Excel experience in there
- Research the job requirements and key-words in the ad and address them in your application
- They may be looking for language skills – if you know Mandarin or Hindu or Tagalog, let them know
- Some reviewers might be looking for diversity and/or disabilities – people who do not fall into these areas may think that if they lie, their chances will be better – **THIS IS NOT TO BE DONE** – even if it gets you the interview, it will be obvious that you lied
- **CHECK and RECHECK** for spelling errors