Job Applications: Online, Direct, Email, Samples

There are a variety of ways to complete a job application. Employment applications can be completed online at large number of jobs sites or application forms can be completed directly at company web sites. In many sectors, employment application forms are completed in person. When companies do not require a job application, send a resume and cover letter as your employment application.

In some cases, even if you do submit a resume, you will also be asked to complete an application. This way the employer will have consistent data on file for all prospective applicants. Also, your signature on the application acknowledges that the information is accurate.

The most important rule to remember when applying for jobs is to follow the directions. If the employer tells you to apply in person, don't call. If the job posting says to mail your resume, do not send it via email. When the job listings says apply via a form on the company web site, don't email your application directly to Human Resources. There is not much more annoying to hiring managers than job seekers who don't follow the rules!

Job Application Resources

- Email Applications
- Online Applications
- In-Person Applications
- Job Application Samples
- Part-Time Job Applications
- Resume Applications
- How to Complete a Job Application
- More Job Application Resources

A. Job Applications In-Person

Applying for job in-person is a little different than applying for employment online. It's not as complicated, but, you will need to be prepared to apply and interview on the spot.

If you are applying for a position at a large company call first to see if there are openings or visit the customer service center or human resources office and ask if you can complete an application for employment. At a smaller employer, ask for the manager.

Be prepared to complete a job application. So, bring the information you'll need to fill out an application with you.

- Full contact information including your address, zip code and a phone number where you can be reached
- Educational information including dates of graduation
- Names and addresses of previous employers
- Dates of employment
- References

- Resume (if you have one)

Complete a [s ample application](#) ahead of time so you know exactly what information you will need to know.

Bring a pen so you don't need to borrow one to fill out the application.

Know what days/hours you are available to work.

Be prepared for a brief on-the-spot interview.

Dress should be, at the least, neat and tidy.

Business casual is usually appropriate.

Make sure your hair and fingernails are well groomed.

Wear moderate shoes.

Follow-up - call in a week or so to check on the status of your application.

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B. Online Job Applications
There are hundreds of sites where you can post your resume online and complete an online job application. Some sites, like MonsterTrak, let you upload an existing resume with the click of a button. On other sites, you can cut and paste or use a resume building wizard. There are also resume posting services that will post your resume to the top sites for you.

Once you have uploaded your resume, you will be able to search for jobs that interest you and submit your application or resume with a click of your mouse.

Apply Online via Company Web Sites
If you are interested in working for a particular company visit their web site. Career information is usually listed in the "About Us" section of the site. Follow the instructions for searching for and applying to jobs online.

What You Need to Apply Online
The online applications I reviewed asked for your contact information, educational background and employment history.

You will need to know when you worked and what you were paid at your previous jobs. You may also be asked what days and hours you are available to work.

Download a [sample job application](#) and complete it before you start your online applications. You will have all the information you need, ready to enter.

Before You Apply
Renowned career author and columnist, Joyce Lain Kennedy, says "It's important to note that the use of online screening before your resume is rated is growing. Applicants are flooding mail boxes whether or not their resume bears any resemblance to the job's requirements, so, companies are increasingly using automated systems to screen resumes prior to sending them to recruiter and hiring managers."

So, before you start completing applications, Kennedy suggests taking a few tests on company career portals where you don't want to work to gain experience completing applications, taking tests and increasing your comfort level.

That way you'll be better prepared for applying to the companies you are interested in working for.

When applying for jobs via email, write your cover letter in the body of an email message.

If you need help writing a cover letter, use our [Sample Center](#) to get some ideas.

Proofread your email for grammar and spelling (do not trust spell check software). Remember, this is your chance to make a critical first impression; even an emailed note needs to be professional and error-free.

Be brief and to the point. Your cover letter should not be any longer than two or three short paragraphs.

Make sure you include a signature with your full name, email address and phone number.

Include the title of the position you are applying for in the subject line of your message.

Be sure that your email address/screen name has a professional tone.

If the job posting asks you to send an attachment, send your resume as an MSWord document.

Many employers do not accept attachments. In these cases, paste your resume into your email message. Use a simple font and remove the fancy formatting. Send the message to yourself first to test that the formatting works. If everything looks good, resend to the employer