

Applications Made Simple

Applying for a job does not need to be a painful process. Cook Children's Talent Acquisition Team wants to take the "sting" out of the application process for you!

- ✓ **Fill out the whole application.** We know, we know. This sounds like a given, but you would be surprised at how often applicants leave whole sections of their application blank. Please, do not put "see resume" on your application, either.
- ✓ **Uploading a resume.** When you upload your resume, make sure the information went into the correct sections of the application. Application upload software is great, but it can make mistakes.
- ✓ **Tailor your application.** Many application systems allow you to save an application that you can use to apply for any position at that company. While this is super convenient, you need to check the information on your application, **every** time you apply for a position. For example, one position may require nights, while another position requires days. If you only listed that you can work nights on your application, and you use that application for a day position, you will probably not be considered. The recruiter and the manager will assume you are not able to work that shift since you only listed nights on your application.
- ✓ **Be accurate.** When you fill out the sections for pay, shifts available, and status (full-time, part-time, PRN, et cetera), be sure the information you enter is correct. If you are open to any pay, shift, or status, then indicate this willingness on your application. We have often seen applicants who put a salary/hourly amount or a shift on their application that did not match the position, only to have an applicant say they are open to other shifts or pay. The recruiters and hiring managers go by the information on your application, and incorrect information could cause you to be overlooked for the job you really want.
- ✓ **Spelling, Punctuation, and Grammar:** Your resume is often the first impression that you will make on the recruiter and the hiring manager. Put your best foot forward by double-checking your spelling, punctuation, and grammar.