

APPLICATION MISTAKES CAN COST YOU AN INTERVIEW



When it comes to sending out applications and resumes, keeping track of what you send and where you send them can be vital to a job search. This tip is useful for both the unemployed and the employed, it does not matter what your job situation is. Applicants have sent cover letters and resumes to companies for the wrong job in the past and it will surely happen again in the future. The reason for this is a lack of concentration on the part of the jobseeker. This type of error is 100 percent preventable on the part of the applicant, so long as the mail carrier does not deliver it to the wrong department within the company. When applying for a job, no matter what the job is, a cover letter should always be sent with the resume. Many job applicants feel that sending a resume by itself will be sufficient when applying for a job. This cannot be further from the truth. Sending just a resume shows that the applicant does not have as much interest in the job as they claim to have because they did not take the extra step to write a personal letter. It is more common amongst younger job applicants to submit just a resume, especially when applying for jobs via email. Cover letters can make the difference between being invited for an interview and being passed over for the job. Submitting a cover letter with a resume is a powerful way to make an impression on job seekers in today's tough economy. When writing a cover letter, be sure to cover every item of the job advertisement in that letter. Most human resource departments, if they are in charge of hiring, will want to see that the applicant has experience in the part of the job the company requires most. For example, a position for an administrative assistant might specifically ask for applicants who have at least five years experience in the field but also have proficiency in all of the Microsoft products. Not all applicants will have experience in the Microsoft products but will apply for the job anyway. Those who do not have experience will ignore this on their resume and their cover letter, sending an instant signal to the job screener not to contact the applicant. One of the most important things to do after submitting a resume and cover letter is to check with the company to make sure your items were received. If the resume and cover letter were sent via email, not all attachments will cooperate, and maybe yours was not opened. Checking with the company will allow you to resubmit any documents that the job screener could not open via email. You should never assume that your resume was received and read by the company because it could cost you an interview chance.

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