State Application Package - Fact Sheet

ASPECTS OF PACKAGE

APPLICATION
- Read the job announcement and study the duty statement.
- Follow the directions and pay attention to detail. Failure to follow directions is often grounds for immediate disqualification.
- Clearly identify skills as they relate to the duties listed in the duty statement.
- Include relevant previous employment, including dates of employment, employer names, addresses, phone numbers, and contact information.
- Always proofread the final product for errors, misspellings, punctuation, and grammar.

STATEMENT OF QUALIFICATIONS (SOQ)
- Resumes do not take the place of the SOQ.
- Read and follow instructions.
- Include the question(s) in your response to ensure your written response is complete and accurate.
- Use proper grammar and punctuation (treat the SOQ as an original writing sample).
- Use "active voice" writing style in paragraph format.
- Use specific examples of relevant experience and tie your experience to the duties of the position in writing.

RESUME

Format
- Format showcases background and qualifications.
- Items are in a consistent format (chronological, functional, combo).

Essential Information
- Include name and contact information.
- Objective is clear, brief, and to the point.
- Section headings are descriptive to showcase relevant information.

Content & Skills
- Highlight skills and abilities.
- Include relevant points; not just a list of job duties.
- Uses descriptive phrases.
- Additional details enhance the application without repeating it verbatim.

Style
- Ensure consistent punctuation and formatting style throughout resume.
- Check for errors or misspellings.
- Ensure it is grammatically correct.
- Concise and to the point.

Additional Hints
- Include "References available on request."
- Ensure abbreviations or acronyms are written out.