Applying to Jobs

What to Expect

Small Business/Part-Time
- Submit a resume and cover letter
- The questions will likely be more simple
- Applications generally doesn't take very long
- The interview process is simpler and can usually be done with a single interview

Entry Level Positions
- Submit a resume and cover letter; references may be requested
- Applications tend to have several questions that take more time to answer
- Expect to spend a longer amount of time applying for these positions (estimated 30+ min. to complete)

Non-Profit Positions
- Submit a resume and cover letter, references are likely to be requested
- Applications tend to have several questions including some extended response questions
- Be prepared to focus on company culture and values
- Expect to spend more time applying for these positions
- These job postings may be harder to find. Check company websites and non-profit publications
Government Jobs

- Submit a resume and cover letter, references are very likely to be requested
- The application process depends on the level of position you are applying for, higher-level positions have a more extensive application process whereas lower-level positions will have a similar process to other entry-level positions
- Local government jobs will be less time consuming than state and federal jobs
- An application will often include extended response questions; these will require a more time and some critical thinking to complete
- Expect the hiring process to take longer because of background checks and other requirements

For Federal Jobs:
- Extra assistance may be available to show you how to fill out an application
- The only place to apply for these jobs is www.usajobs.gov