Filling out Forms
Types of Forms

- Job Applications
- College Applications
- Scholarship Applications
- Loan Applications
- Medical Information Forms
- Housing Forms
- Rental Applications
The majority of job applications, college applications, and scholarship applications are done online or on scanned applications on the computer.

Scholarship applications should NEVER be handwritten.

When an application has to be handwritten, it should be:
- Printed
- Legible
- In black or blue ink
NEATNESS IS A NECESSITY!

- No crinkled paper
- No smudges
- No spills
- No scratch-outs
- No excessive white-outs
Guidelines

- Read directions carefully.
- When answering questions that require more than one sentence to answer, USE COMPLETE SENTENCES.
- Don’t lie or plagiarize, ever! -- Honesty IS the best policy.
- Don’t leave anything blank unless they specify.
- If the question does not pertain to you and you have not been asked to skip it, answer, “Not Applicable.”
Be consistent!

Student's Name  John Doe      Date of Birth 09/23/90
Student's Grade (Junior or Senior)  Junior
Student's Home Address  123 45th Street
Student's City  South Sioux City
Student’s State and Zip Code  NE 68776
Student's Phone #  (123) 456-7890
Name of School  South Sioux City High School
Address of School  3301 G St.
School City  S. Sioux City
School State and Zip Code  Nebraska 68776
School Phone #  123-456-0987
Date Submitted  October 24, 2007
Be specific.

What classes have you taken that would be of benefit to you as a medical secretary?

I have taken every business class our high school offers.

What classes have you taken that would be of benefit to you as a medical secretary?

I have taken PC 1, PC 2, Accounting 1 and 2, and Anatomy/Physiology.
Proofread. Don’t be knocked out of the running by a typo!

Work Experience
– Party-time as an office assistant

Duties
– Perfumed a variety of tasks

Education
– Suspected to graduate early next year

Skills Summary
– I constantly strive to learn knew things.
Proofread (Continued)

Experience
- ABC Tire Company, 1894-2001

Attributes
- Get along extremely well with my coworkers

References
- Available a pond request
If the application asks for references, plan ahead and ask for permission prior to using people’s names.

When listing jobs, awards, activities, etc., always list most recent first.

Don’t forget to sign your application.

*Always sign in cursive!*
Interviewing Suggestions

Dress appropriately!

- No short skirts
- No low-cut tops
- No piercings showing
- No tattoos showing
- No flip-flops
- No pants showing off your undergarments
- Easy on the make-up (don’t overdo)
- Don’t overdo on the jewelry (the simpler, the better)
- Be careful with the perfume; too much can be stifling.
Interviewing Suggestions (continued)

- Be well groomed.
  - Greasy hair is a turn-off
  - Dirty fingernails (yuk!)
  - Body odor (you don’t stand a chance!)
  - Unclean, smelly clothes (double yuk!)

- Arrive on time.

- Give a firm handshake.

- Make eye contact.

- Smile; be pleasant.
Interviewing Suggestions (continued)

- Do not chew gum.
- Be honest.
- Be enthusiastic and interested. Be focused.
- Be confident yet humble.
- Be prepared ahead of time.
  - Think of questions they may ask and have answers prepared.
  - Do your homework (find out as much as you can about whatever it is you are interviewing for).
Interviewing Suggestions (continued)

Never speak badly of past supervisors or employers.

Take a moment to think before you answer.

Write a thank you. This may be what lands you the job/scholarship, etc.
Ways to Blow the Interview

- You arrive late.
- You are rude to the receptionist.
- You don’t ask questions.
- You answer the standard “Tell us about yourself,” with “What would you like to know?”
- You use inappropriate language.
- You trash-talk your former boss.
- You ask the interviewer to not contact your former employer.
- You exaggerate your accomplishments.
- You don’t thank the interviewer.
Writing a Resume

Recommendations:
- One Page
- Only activities from 9th grade to 12th grade
- Have an “appropriate”
- No Picture
- No Social Security Number
Before you begin to write, sit down and make a list of all activities you have been in from the 9th grade to the present. Include the following:

– Every school activity you have participated in

– Every out-of-school activity you have participated in

– Every leadership position you have held
What to include (continued)

- Every accomplishment/honor/award you have achieved

- Every work experience
What to include (continued)

- Every volunteer community and/or church activity you have been a part of

- Every organization of which you have been a member
When you show the years you were in each event, use grades, not years. It is much easier to read.

Example:

– Football (12, 11, 10, 9)
Organize this list into categories and then arrange categories in chronological order (most recent first).

Example:

- Community Service
  - St. Luke’s Hospital Junior Volunteer (12, 11, 10)
  - Youth Leadership Council (12, 11)
  - National Council on Youth Leadership (11, 10)
  - Library Volunteer (11, 10)
  - Head Start Volunteer Babysitter (9)
If you have done activities within an activity that you would like to mention, indent with a bullet:

Example:

- Community Service
  - Youth Leadership Council (12, 11)
    - Teen Court
    - Cards for Nursing Homes
    - Buddy Breakfast
    - Decorate Community Christmas Trees
“Resume”

The word “resume” comes from the French word meaning “to summarize”.

An extra-long resume is NOT impressive.

Show the reader that you know how to ORGANIZE and PRIORITIZE.

The fewer words you have in your resume, the better!
Resume

A resume should be as unique as your fingerprint!

Standard, easy-to-read fonts are recommended. Do not use fonts which are too small or too fancy to read.

- National Honor Society
- Work Experience
- Academic Achievements
- Education
Resume

- Your resume should be attractive, clean, and easy to read.
- Never submit a resume with cross-outs or handwritten corrections.
- Do not crowd the page.
- Proofread!!!!!
- “A typo or misspelled word in your resume tells the reader that you are lazy, sloppy, or stupid.”
- Do your columns line up?
- Is format consistent?
Joseph Cole Smith  
123 Anyplace Avenue  
Our Town, NE  68777  
(123) 456-7890

Education
- South Sioux City High School
  Graduation Date:  May 18, 2008
  Anticipated Major:  Undecided
  GPA:  3.97
  Class Rank:  5/230
  ACT Composite Score:  28

Activities/Organizations
- Student Council 12, 11, 10, 9
- Future Business Leaders of America 12, 11, 10
  -President 12, 11
- Football 12, 11, 10, 9
  -Team Captain 12
- Basketball 12, 11, 10, 9

Awards/Honors
- Top 10% 12, 11, 10, 9

Volunteer Activities
- Vacation Bible School Teacher 12, 11

Employment
- Hy-Vee Food Stores 12, 11
Thomas James Grover
216 Sterling Drive
South Sioux City, NE 68776

Education
- South Sioux City High School
  South Sioux City, NE 68776
- Date of Graduation: May 18, 2008
- ACT Composite Score: 26
- Class Rank: 6/214
- GPA: 3.96

School Activities
- Basketball (12, 11, 10, 9)
  Varsity (12, 11, 10)
  Team Captain (12)
- Summer Weightlifting Program
  (12, 11, 10, 9)
- National Honor Society (12, 11, 10)
- Mock Trial (12)

Awards
- Honor Roll, 12, 11, 10, 9)
- Top 10% (12, 11, 10)
- All-American Scholar At-Large (11)
- USAA National English Merit Award (11)
- Optimists Youth Leader (10)

Community Involvement
- St. Michael’s Catholic Church Member
  (12, 11, 10, 9)
- Nursing Home Visits (12, 11, 10)
- Autistic Support Group Volunteer (12, 11)
- Pet’s Feeders Collector (11)

Employment
- Jensen Sprinkler (12, 11, 10, 9)
  Member of Installation Team
- Pro Image (12)
  Cashier, Product Control
Remember!

Your application, your interview, and your resume are the first impressions you will leave.

Make A Good Impression!

Sell Yourself!!