



## **Job Application Tips**

Baldwin-Wallace College receives large numbers of applications for many of its positions. We routinely receive 150-200 applications for a secretarial or admission counselor opening in a one-week recruitment period. In order to optimize your chances for an interview, the following guidelines are suggested.

1. Read the position vacancy announcement carefully to make sure you meet the stated qualifications and follow the specific application procedures.
2. Submit your materials by the application deadline.
3. When submitting contact information for references, be sure they are recent and job-related; preferably the individual who supervised you.
4. In your cover letter (if one is required), clearly identify the position and department for which you are applying and if it is full-time or part-time.
5. If sending application materials via email as attachments, include title of position and department in your email message, as well as your name.
6. Whenever possible, use Microsoft Word attachments to apply.
7. Apply for each position separately if applying for more than one position.
8. All email and applications received via U.S. Mail are acknowledged electronically or via a letter. Therefore, there is no need to follow-up initially unless you did not get an email or letter acknowledging receipt of materials.
9. Check your application materials for accuracy (spelling, grammar, position, etc.)
10. Include starting and ending dates of employment so that your work experience can be calculated accurately. Also, please include periods when you were not employed as well.

These tips will not guarantee that you will be successful in getting an interview or a job at Baldwin-Wallace, but they certainly will not hamper your chances. Finally, do not give up. You never know, the next job may be the one, so keep checking our web site for future opportunities on a regular basis (at least weekly). Thanks for your interest in employment with Baldwin-Wallace College and good luck with your job search efforts!

Sam Ramirez  
Assistant Vice President for Human Resources and Payroll Services  
Baldwin-Wallace College

## Additional Job Search Resources

The following is a list of resources on writing resumes, cover letters, interviewing and job searches that you may want to purchase or check out from your public library. The information was provided courtesy of B-W's Career Services Department.

### Résumés

<i>Winning Résumés</i> by Robin Ryan
<i>Asher's Bible of Executive Résumés and How to Write Them</i> by Donald Asher
<i>Competency-Based Résumés: How to Bring Your Résumé to the Top of The Pile</i> by Robin Kessler & Linda A. Strasburg
<i>Résumés and Personal Statements for Health Professionals</i> by James W. Tysinger
<i>Résumé Magic: Trade Secrets of a Professional Résumé Writer</i> by Susan Britton Whitcomb
<i>Federal Résumé Guidebook: Write a Winning Federal Résumé to Get In, Get Promoted, and Survive in a Government Career!</i> by Kathryn Kraemer Troutman

### Cover Letters

<i>175 High-Impact Cover Letters</i> by Richard H. Beatty
<i>Killer Cover Letters and Résumés!</i> by Rosanne Lurie
<i>Vault Guide to Résumés, Cover Letters &amp; Interviewing, 3rd Edition: Master the Three Keys to a Fruitful Job Search</i> by Howard Leifman
<i>The Perfect Cover Letter</i> by Richard Beatty

### Interviewing

<i>Interview for Success: A Practical Guide to Increasing Job Interviews, Offers, and Salaries</i> by Caryl Krannich
<i>Fearless Interviewing: How to Win the Job by Communicating with Confidence</i> by Marky Stein
<i>How to Interview Like a Top MBA: Job-Winning Strategies From Headhunters, Fortune 100 Recruiters, and Career Counselors</i> by Dr. Shel Leanne
<i>201 Best Questions To Ask On Your Interview</i> by John Kador

### Job Search

<i>The Foolproof Job-Search Workbook</i> by Donald Asher
<i>Job Search And Career Checklists: 101 Proven Time-Saving Checklists To Organize And Plan Your Career Search</i> by Arlene S. Hirsch
<i>Over-40 Job Search Guide: 10 Strategies For Making Your Age An Advantage In Your Career</i> by Gail Geary
<i>The Academic Job Search Handbook</i> by Mary Morris Heiberger and Julia Miller Vick
<i>Educator's Job Search: The Ultimate Guide to Finding Positions in Education</i> by Martin Kimeldorf
<i>The Executive Job Search: A Comprehensive Handbook for Seasoned Professionals</i> by Orrin Wood
<i>Tyler's Guide: The Executive's Job Search</i> by J. Larry Tyler