Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Communications – Tips for Completing Job Applications

Instructions:

* Save this document in your Office 365 Account in your folder Find the Career You Love as **Tips for Tips for Completing Job Applications**.
* In our class discussion we discussed 12 TIPS for completing job applications.
  + **Choose 6** of those **12** **TIPS** (that are in all caps) and list them in the spaces provided below.
  + Also list the **suggested tip** (located below each tip, in sentence case) below that section.
* Save your changes.
* Share to [tellsworth@fillmorecsd.org](mailto:tellsworth@fillmorecsd.org)

Tip 1 –

Suggested tip…

Tip 2 –

Suggested tip…

Tip 3 –

Suggested tip…

Tip 4 –

Suggested tip…

Tip 5 –

Suggested tip…

Tip 6 –

Suggested tip…