



## Tips in Submitting an Employment Application

Pikes Peak Community College accepts various resume designs and formats.

An individual employment application must be submitted for each position of interest.

**Job Announcement** – Review the complete job announcement and take time to understand what is expected of the position.

**Full Consideration Date** – Applications received prior to or on the full consideration date will be reviewed and evaluated by the screening committee during the first-round of application evaluations. Applications received following the full consideration date, will be reviewed and evaluated if the first-round of application evaluations is determined as insufficient.

**Cover letter** – Submit a cover letter specific to the position of interest.

- **Minimum Qualifications** – Address each minimum qualification in the cover letter indicating the level of experience, skills, and knowledge applicable to each minimum qualification.
- **Preferred Qualifications** – Address each preferred qualification in the cover letter indicating the level of experience, skills, and knowledge applicable to each preferred qualification.

**Resume** – Submit a resume which reflects:

- Month and year of employment for each position held at every employer.
- Address employment gaps.
- Professional email address.
- Ensure the resume compliments the information in the cover letter.

**Unofficial Transcripts**

- Multiple unofficial transcripts from various educational institutions can be uploaded as one document or uploaded as separate documents for each educational institution.
- Official transcripts are not required to submit an employment application.

**Proofread** – Check for spelling and grammar errors or ask another individual to proofread your application materials.