

Job Application Tips

To fill out a job application, you'll need:

- Your **contact information** (address and phone number)
- The **title** of the job you're applying for and the **salary** you expect to make
- The names, addresses, and phone numbers of your **past jobs**
- The **dates** when you worked at each job
- The names and addresses of the **schools** you've been to, from **high school** onward
- The dates when you were **enrolled** at each school
- A list of the **skills** you have that would make you **qualified** for the job
- The names, addresses, and phone numbers or emails of **3** people who can give you good **references**

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