

# Application Tips

1. Review the minimum qualifications for each position for which you apply. (If you don't meet the minimum qualifications, we can't consider you for the job.)
2. Indicate hours worked and dates of employment on your resume. We consider 2,080 hours equivalent to one full year of experience.
3. Review the preferred criteria listed in each Position Announcement. Make sure that your resume, cover letter, or attachments reference your knowledge, skills, and abilities as they relate to the duties and responsibilities of the position.
4. Be sure to indicate all licensure and certification information.
5. We prefer chronological resumes (or curriculum vitae) to functional resumes. Your resume should be no more than 5 pages long and provide clear and concise information. Please do not submit work samples, binders, folders, etc. You can present these materials at the interview, if you reach that stage of the selection process.
6. If you plan on using one of our Libraries or the Human Resources Office to apply on-line and you have a resume in a Word document, be sure to bring a copy of your resume, cover letter, and attachments on a CD or diskette that can be used in the computer. This will allow you to cut and paste your material into our system.
7. The on-line system offers a Resume Builder option. This allows you to create a resume and also, if you have a resume in a Word document, you can cut and paste your resume into the Resume Builder. The Resume Builder is designed to assist the Office of Human Resources in collecting complete information in order to accurately assess your experience.
8. Notify the Human Resources Office if your e-mail address or other contact information changes during the selection process. This will ensure that you receive quick responses to your resume submission(s), as well as other e-mail notifications informing you of your status(es) throughout the process.



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