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pick up and drop off the application. • Employment history. List the month and year you started and ended each job; your supervisor's name, address, and phone number; your job title, location, salary, and major duties; and your reason for leaving. • Education and certification. Know the name and city of the schools you

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Résumés, applications, and cover letters

When you're applying for a job, an employer may want more information than just a copy of your resume and cover letter. The company may request what is known as "supporting documentation" to complete your application. Knowing what to include and how to include it will help you stay in the running for the role.

Supporting Documents for a Job Application

If you have relevant work experience, keep your summary super short. The piece you really want the hiring manager reading is your most recent work experience (and make sure you tailored that info to fit the job description). The resume summary is just a "bridge" to get the hiring

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In addition to the job application to fill out, an applicant also needs to provide a resume, a cover letter, a reference list, and a letter of recommendation, although these will depend on specific requirements. As you can see, job applicants are far more interesting and necessary than what you may have previously thought.

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