Complete Application Tips

Details, Details, Details

We cannot stress this enough. The number one priority for your application is to include as many details as possible. Remember, it is not permitted by State Personnel Rule to consider anything about your experience unless it is listed in your application. Don't be shy – claim the experience you have!

Demonstrate all of your Experience and Skills

Go back in your work history as far as possible to show the experience required. This may be different than you have heard for private sector positions. If you need to reference experience you have from more than ten years ago to meet the minimum qualifications, do it. If you don't put the information on your application, we can't consider it! We are not mind readers….

Be Concise

Don't ramble on – or write a book – but do include enough detail!

Use what is listed in the Job Announcement

Be sure to describe how you meet the announcement's minimum qualifications. Make sure this information can be easily found within your application. If you've done any of the listed job duties, include that. Use the same language when describing your experience. List the specific computer programs, i.e. not: create spreadsheets, instead use: create spreadsheets in MS Excel to track monthly expenditures.

Apply Online for State of Colorado Positions

We encourage you to apply online and you can do so from any computer with internet access. If you don't apply online, some pieces of the announcement, such as supplemental questions, may be inadvertently missed. We will not accept only a resume for any announcement.

Pay Attention to the Complete Application Checklist Portion of the Announcement

This will list everything you need to submit. Don't eliminate yourself from consideration because you didn't submit the required cover letter, certification, etc.

Remove Old Attachments from your Online Application

Remove your old attachments and add your new ones. You can copy a prior application that you submitted for a new announcement, just be sure to update it for the new position. Do not use the same cover letter for different jobs. You may want to rearrange, add or delete information from your resume depending on what is listed in the job announcement.

Draft your Application in Microsoft Word

If you don't have a prior application and the announcement isn't posted yet, you can always start drafting your work history in an MS Word document, and then cut/paste later. This is also helpful to catch spelling, grammar, and punctuation errors.

Consider Formatting

When typing up your application – break up the information so it's not one HUGE paragraph. Consider using bullets, or smaller paragraphs – make it EASY for readers to find and understand your work experience.

List all Positions Separately

If you've worked at a company for many years – don't lump it all into one job duty. List the different jobs out and describe your experience, so as to show the progression of job duties and responsibilities. List out the dates you held each position. Guesstimate as well as can be, or call HR and ask. A candidate has not worked for CDOT for all 20 years as a TM III.

Submit a Complete Application for the First Time

HR cannot accept any additional information about your work experience or skills after the announcement closes. So, make sure it's a complete package the first time!

Check the Application Close Date

Application deadlines can vary – so be sure to check this. Does the announcement close at 5:00 pm or 11:59 pm? Don't miss your chance!

Resume vs. Application

A resume is typically 1-2 pages and is more succinct. It is great at giving the highlights of your work experience. An application provides a lot more room to describe your work experience. So use the room!