CITY OF SIMI VALLEY

TIPS FOR APPLYING

01. Read the Job Announcement Thoroughly Carefully review the job announcement before submitting an application. It contains important details about job duties, qualifications, and salary/benefits. This information will help you assess whether the position aligns with your skills and interests.

02. Give Yourself Enough Time Ensure your application is submitted by the filing deadline. Avoid rushing, as it can lead to incomplete or sloppy applications. Plan ahead to allow yourself time for thoughtful and thorough completion.

03. Fill Out Your Application Completely Include all relevant education, experience, and skills directly on your application. Do not rely on your resume alone. Supplemental questionnaires should also be answered thoroughly, as they play a key role in determining your qualifications.

04. Sell Yourself Highlight your accomplishments, skills, and abilities. Use your application to showcase why you are the ideal candidate. Be confident—this is your opportunity to make a strong impression.

05. Keep it Relevant Tailor your application to the specific position by focusing on relevant qualifications. While extensive experience is valuable, emphasize the skills and knowledge that directly apply to the role you're seeking.

06. Be Honest Provide truthful information throughout your application and supplemental responses. Misleading or false information can result in disqualification.

07. Update Your Application If you've created a profile, ensure the information is current and tailored to the position you're applying for. This reflects your attentiveness and professionalism.

08. Review Your Application Before submitting, check for grammar, spelling, and completeness. Your application is a reflection of your attention to detail. Once submitted, it cannot be edited.

09. Check Your Email You'll receive a confirmation email once your application is submitted (check your junk folder if needed). Additionally, recruitment updates will be sent to the email address provided, so ensure it's accurate and notify Human Resources if it changes.