



CITY OF SIMI VALLEY

TIPS FOR APPLYING

1

READ THE JOB ANNOUNCEMENT THOROUGHLY

Review the job announcement carefully—it outlines duties, qualifications, and salary/benefits. Use this information to decide if the role matches your skills and interests.

2

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.

3

FILL OUT YOUR APPLICATION COMPLETELY

List all relevant education, experience, and skills directly on your application—don't rely on your resume. Complete supplemental questionnaires thoroughly, as they are key to assessing your qualifications.

4

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.

5

KEEP IT RELEVANT

Tailor your application to the position by highlighting relevant qualifications. Emphasize skills and knowledge that directly fit the role, even if you have broader experience.

6

UPDATE YOUR APPLICATION

Keep your profile updated and tailored to the job. Check grammar, spelling, and completeness—your application reflects your professionalism. Once submitted, it can't be edited.

7

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.