Oregon Department of
Early Learning and Care

Application Tips

This document contains tips on: putting together a resume, applying for a job, reviewing a submitted application and withdrawing application materials.

- A resume is required as part of your application materials.
- Read the entire job announcement and position description. You must clearly describe your experience (and list education) that is relevant to the position that you are applying for. Job titles can support what you describe, but they alone do not provide any indication of your level and depth of experience. You want to provide enough detail in your resume to show the reader what you are capable of.
- Avoid jargon or acronyms. Convey information in commonly used terms to make the message clear. Spell out your experience as if you are explaining it to someone who knows nothing about the work you have performed. Don't sell yourself short, expecting that the review panel will know what you have done and what you are capable of. Even if you are a current or past DELC employee, you will want to prepare your resume as if the reader knows nothing about the agency and your work.
- List each job separately. Do not lump jobs together even if they were for the same agency or organization.
- Include all relevant experience whether it was paid or unpaid (unpaid experience can include internships or volunteer opportunities). Treat any volunteer and internship opportunity as a typical job, if the work performed is relevant to the position you are applying for. Include start/end dates (month/year) and the average number of hours worked per week if it was part time.
- If you worked out of class (job rotation) in a particular position, list this experience as a separate job on your resume and state that it was a work out of class (job rotation) opportunity. Include relevant duties and applicable skills that you gained.
- Include the month/year worked, and the average hours worked per week if a position was not full time. The hours you work per week may also provide an explanation for any jobs that have overlapping time periods.
- If you did something yourself, take ownership of it. Use the word "I" (e.g., "I wrote recommendations on …"). Don't write about the process or what "we" did. If you write, "A recommendation was made…" or "The program made a recommendation …", reviewers don't know who actually made the recommendation. Make it clear that you did it (if you did). If someone assisted you or you assisted someone else, state that.

- Be concise, yet thorough. Try to limit your resume and cover letter to no more than two pages each. All that is needed is an explanation of how your experience helps you meet the qualifications and desired attributes, and provide you with the knowledge and skills to be successful. Be mindful of the information that you include. If you worked somewhere and the work and/or experience gained is not as relevant to the job you are applying for, just list the title and dates to show that you had continuous employment. Do not spend time writing out the duties you performed if they are not relevant. If there are large breaks in employment, provide a short explanation. Spend more time on the positions that are relevant and show transferrable experience.

- While a cover letter is not required, it is highly encouraged. If you submit a cover letter, tailor it to the position you are applying to and address your experience with the desired attributes listed in the job posting. Avoid submitting a general cover letter that does not highlight your experience with the duties of the position you are applying for or the desired attributes.

Submitting Application Materials

- To view all of our open positions go to www.oregon.gov/jobs and under Careers with the State, open Look for Jobs – External Applicants. Once you are on the Oregon Job Opportunities page, there are many different search filters that you can use along the top. To search for DELC positions, the easiest way to find our openings is using the Company filter, choosing the Department of Early Learning and Care.

- Once you have found a position that you are interested in, after reading the entire announcement, select the Apply button. The system will walk you through the steps of filling out your application. Remember to attach a resume to your application, even if you are filling out the work experience section of the application.

- Job postings are opened for a specific vacancy unless the posting states otherwise. If you want to be considered for multiple openings, you need to submit an application under each of the job postings that you want to be considered for. An application must be submitted online for each job you want to be considered for.

- Online applications must be submitted by 11:59PM on the closing date, unless otherwise specified in the job posting. No additional information or attachments may be added once the posting has closed.If you are having any issues with attaching a resume or cover letter, reach out to DELC.JOBS@delc.oregon.gov and we can assist.

Reviewing a Submitted Application

You can review your submitted application by logging into your account from the main Oregon Job Opportunities page (upper right corner has a Sign In link). Once you have Signed In, open the Candidate Home link. We highly recommend reviewing your application after you apply for a job to ensure that the correct attachments (resume and cover letter) are there, and the information is displayed the way you intended.

Under the My Applications section, you will be able to see all positions you have applied for that have not been filled. Under the Action column, if you select the three dots, you can view your submitted application.

Reviewing a Job Posting you have applied for once the close date has passed

Once a job announcement has closed, you are not able to view a copy of the job posting. You will need to save a copy of the job posting after you apply in order to reference it after the job posting close date.

Withdrawing your application

If you applied for a position and are no longer interested, you can withdraw your application. If you need to make a change, as long as the job posting is still open, you can withdraw your application and reapply. To withdraw your application, sign in to your account (instructions under Reviewing a Submitted Application). Once you are on the Candidate Home page, under My Applications find the position you wish to withdraw from, then select the three dots under Action and Withdraw Application. You can withdraw your application at any time during the recruitment process, however, **you can only reapply if the posting is still open.**

If you have any questions about this information, contact the recruitment at, DELC.JOBS@delc.oregon.gov