



How to Enhance Your Job Application

Analyze the Descriptions of Target Jobs

- Download or print the descriptions of jobs which one is interested in for future reference.
 - The state government of North Carolina has a [data bank of sample job descriptions](#) for entry level positions.
- Look at the qualifications and preferences for the jobs and identify the areas in which one may presently be a less competitive candidate.
- Consider ways in which one might be able to grow in those areas.
 - Taking classes at one of North Carolina's [fifty-eight community colleges](#) can be a great way to reskill or upskill in improve one's job prospects. One may be eligible for financial aid, and the classes are generally relatively affordable even without financial aid.
 - [Coursera](#) and [EdX](#) offer many online courses that one can audit at no cost. (There are also other online learning platforms.)
 - [How to Audit a Coursera Course In 2025 \(Step-By-Step Guide\)](#)
 - [EdX: What is the audit track?](#)
 - For certain tech certifications, NCBCE may be able to cover the cost to enroll in a take the certification exam in some cases. Email NCBCEadmin@nc.gov if you are interested. View the list of courses and certifications which NCBCE may be able to sponsor: nctechworks.org (website active September 2025).
 - In some cases, [Employment and Independence for People with Disabilities](#) can fund the wages for their clients an internship. If you have an EIPD counselor, consider asking them about this possibility.
 - One could also look into volunteering opportunities to build one's experience.
- For instance, if a jobseeker was noticing that multiple positions that they were interested in preferred the applicant to have had experience with bookkeeping, they may use an online learning platform to grow their knowledge in that subject, or they may enroll in a class at their local community college.

Enhance Your Professional Portfolio

- Depending on the job, candidates are invited to share work samples as a part of the application process.
- Jobseekers should consider ensuring that have quality work samples to provide to a prospective employer.
- Work samples should be high quality and showcase one's abilities in a positive light.
- While they can include projects or papers that one did in school, they do not have to be from school.
- [CareerOneStop](#) offers suggestions of what types of work samples one may want to share with an employer based on one's profession.
- If one is seeking a job related to computer programming, consider linking to GitHub on one's resume: [Using your GitHub profile to enhance your resume](#).
- In a similar vein, if one links to a personal web site or writing sample on their LinkedIn page, ensure that they are high quality.

Use Proper Conventions on Job Applications

- It is very important to use proper English conventions (like spelling and punctuation) on one's job application and associated materials.
- Employers may view a candidate's resume, cover letter, and job application as reflecting on their attention to detail, written communication skills, and ability to organize information well. This could also apply to one's LinkedIn profile and personal website.
- Also, if a jobseeker does not use proper capitalization, spelling, and punctuation on their application, an employer might wonder if they rushed through filling out the application and are not seriously interested in the job.
- The [Checklist for LiNC-IT Resumes](#) offers tips for editing one's resume.
- Unit four of this [English course on Saylor Academy](#) addresses writing sentences and English conventions.

Additional resources

- The article [Using AI in Your Job Search? Here's How To Do It Ethically](#) addresses using AI to improve one's resume and tailor it for specific job postings.
- LiNC-IT Webinars Related to Job Applications
 - [Crafting and Enhancing your Resume](#)
 - [Applying to State Government Jobs](#)