

# TETERBORO SCHOOL OF AERONAUTICS

## GRADUATE ASSISTANCE PACKAGE

### APPLICATION TIPS

Every occupation will require certain skills, whether it is an administrative assistant or a CEO. The most important aspect is to be qualified to do the work. This means that you either have the skills to do the work, or that you're willing and able to learn the skills needed to be a contributing employee to the company.

You may not have all the skills needed to be qualified but have similar interests. The school has provided an introduction to the skills needed by someone as an entry-level worker. During your exposure to this instruction, you may have an extreme interest(s) in a certain aspect(s), such as composites or hydraulics. Make that a selling point that would make you want to fill that position with a possible employer.

A good source of what skills are needed is contained in the Department of Labor's *Occupational Outlook Handbook*. The website is <http://www.bls.gov/oco/ocos179.htm>. Try to narrow down four skills that are needed. Using terms such as inspection or maintenance can be too general in nature. What skill is needed for inspection or performing maintenance is more applicable.

Major companies, such as airlines, may use a computer program to prescreen applications. When completing an application online, make sure you are using all the key phrases and words to describe the skills needed. This is one reason why research on the company is so important. You need to comply with the company's requirement, not just what you would like to do.