

# WHY TIGARD?

- **Competitive wage & benefits package**  
Health & dental insurance  
Employer-paid life  
Employer-paid retirement  
Paid holidays, vacation, and sick leave  
Free TriMet universal transit pass
- **Variety of alternative work schedules**  
(many employees work four 10-hour days)
- **Family-like culture of a small employer**
- **Opportunity to be part of the local solution to local problems**
- **Easy access to the 12-mile Fanno Creek Trail and the Tigard Transit Center**
- **Offices within walking distance to downtown Tigard's restaurants and shops**
- **Tigard's core values include:**



## RESPECT & CARE

*We will treat people well.*



## DO THE RIGHT THING

*We will go the extra mile to exceed expectations.*



## GET IT DONE

*We will focus on solutions – not excuses.*

Create your application profile  
and sign up for  
open job notifications at:

[www.tigard-or.gov/jobs](http://www.tigard-or.gov/jobs)



## City of Tigard

13125 SW Hall Blvd. | Tigard, Oregon 97223  
503.639.4171 | [www.tigard-or.gov](http://www.tigard-or.gov)



# Job Application TIPS

*to land the job you want!*



# 4 TIPS

TO

## IMPROVE YOUR APPLICATION

TIP 1 

### Are You Qualified?

- Review the minimum qualifications (education and experience).
- Document your qualifications in your Work Experience and Application Profile – Education, Experience, Certifications, Licenses, etc.
- Don't assume reviewers will know what your past job titles mean.



TIP 3 

### Details Are Key

- Check your objective; it's okay to leave it blank.
- Make sure you attached all the requested documents.
- Double check spelling and grammar.



TIP 4 

### Supplemental Questions

- Employers use questions as a screening tool. Answer like you would in an interview; provide details - including examples and the role you played.



TIP 2 

### Work History

- List each job separately, even within the same organization.
- Include applicable volunteer work.
- Describe your duties – tailored to the job you're applying for.
- Avoid using jargon or slang
- Don't write "see resume."



- Ensure the work described is also listed in your work history.
- Showcase your writing skills including proper grammar and spelling.
- Have someone proofread your responses.
- Avoid one or two sentence answers. Be as specific as possible.
- Remember: These answers are your time to shine!