

# Application Tips

## Minnesota Literacy Council AmeriCorps VISTA



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Here are some tips to ensure that you craft a strong AmeriCorps application.

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### Tips for crafting a strong application

#### **Basic Information Section:**

- Name should match the name on your driver's license

#### **Employment Section:**

- Explain your reasons for leaving each work position
- List number of hours per week for each work position
- Explain any employment gaps of six months or longer

#### **Skills and Experience Section:**

- Each section is limited to 200 *characters*

#### **Community Service Section:**

- Explain *why* you volunteer or want to begin volunteering
- **Don't** just list your volunteer experiences in your written statement
- **Don't** check the "I do not have any volunteer experience" box unless you actually don't have any experience
- List your most recent volunteer experiences and explain what you did
- List hours per month for each volunteer position

#### **Education Section:**

- Select the highest level of education you will have achieved by the time you start service (Example: Select "college graduate" if you are currently in school and will have completed your degree by August 2015)

#### **Motivational Statement Section:**

- Explain *why* you are applying for a year of AmeriCorps service
- Describe the experiences in your life that influenced your decision to join AmeriCorps
- Share the impact community service has had on you or the community

#### **Background Questionnaire Section:**

- **Don't** include minor traffic violations (Example: speeding ticket)
- **Do** include anything that would show up on a state or federal background check (Example: petty misdemeanors including those that were expunged). Additional information may be requested.
- Admission of minor crimes does not automatically disqualify you for service but omissions *will* disqualify you

**References Section:**

- **Don't** submit your application until both your references are complete
- Alert your references that they will receive an email from AmeriCorps and send an email reminder to complete the reference questionnaire if necessary
- Appropriate References: Work or volunteer supervisors, teachers, counselors, coaches, clergy
- Inappropriate References: Family members, friends, coworkers, classmates, peers
- References should include at least one work or volunteer supervisor (using two teachers is not encouraged)