



iRecruitment Application TIPS FOR STUDENTS

- **Completeness is key**– complete each section in its entirety.
- **Attention to detail matters**– Be mindful of spelling, punctuation, and capitalization.
- **Use a professional email address.**
- **Complete employment history AND attach your Resume, Cover letter and Unofficial Transcript. Note:** The Police Dept. applicants require additional reference letters, see the posting for details
- **Use key words.** Did you read the posting?
- **Application is live**– be mindful of making changes after closing date.
- **Keep track of position numbers**– Important to have when calling for update
- **Internet Explorer works best.**

Apply at henrico.us/services/jobs