TIPS TO COMPLETING YOUR ELA APPLICATION

START EARLY: There are several pieces to the application process and a few items you need others to complete. By starting early, you can ensure that you give the proper time to others.

KNOW ALL THE REQUIREMENTS: There are several required pieces of the application that you will need to ask others to complete. Make sure to ask those individuals to complete those pieces of your application first. This allows you to make sure that you are not waiting on others to submit your application. These items include:

- Recommendation Letters
- Portions of the Program Agreement Form

RÉSUMÉ: Make sure that the information in your résumé is clear to someone outside of your organization, including major job responsibilities and dates.

RECOMMENDATION LETTER DIRECTION: You need two letters of recommendation: one from a supervisor and one from a public works colleague. These recommendations are most impactful if they share examples of your leadership in action. Additionally, if you are heavily involved in APWA, choosing a chapter officer to speak about your contributions to APWA on a local level is also helpful.

SHORT ANSWER QUESTIONS: Share personal stories and examples to show your general response in action. Speaking generally or in broad strokes while not providing concrete examples of your response in action is a key mistake that many applicants make.

BE CONCISE AND TO THE POINT: Be thorough and clearly convey your message but also be concise. Don't use four paragraphs for something that can be conveyed in two or three.

PROOFREAD YOUR RESPONSES: Have a friend or colleague proofread and provide feedback to ensure clarity of message and to ensure that you have included key examples of your contributions.

You can revisit your application as many times as you would like, saving your progress and changes along the way. After initially accessing the application, complete your contact information (mainly your email address), and press "Save." An email with a link to edit and modify your application will be sent to you. This will allow you to make sure that your application is just right before you submit it.

When your application is complete, don't forget to press "SUBMIT"!