



CITY OF LONG BEACH MANAGEMENT ASSISTANT PROGRAM

# APPLICATION CHECKLIST

## HOW TO SUBMIT A SUCCESSFUL APPLICATION

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Thank you for your interest in applying for the City of Long Beach Management Assistant Program. Please read through this Application Checklist to ensure the successful completion of your application. If you have any questions, please email [ManagementAssistant@longbeach.gov](mailto:ManagementAssistant@longbeach.gov).

**January 20, 2020 | 11: 59 PM**

**APPLICATION DEADLINE**

[www.longbeach.gov/jobs/map](http://www.longbeach.gov/jobs/map)

CITY OF  
**LONG BEACH**

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# APPLICATION CHECKLIST

*Follow these four easy steps to ensure the successful completion of your application:*



## Complete Online Application

Did you fill out every field of the online application? Although your resume and cover letter include information about your career history, **it is extremely important that you fill out every section.** Writing "See Resume" will disqualify your application. Please take the time to fill out every section completely.



## Respond to 3 Essay Questions

Before you submit your application, ensure that you responded to each essay question. **You are allowed up to two pages for each essay question.** Please answer each question with a detailed description of your experiences that explain why you are a great candidate for the Management Assistant position.



## Resume and Cover Letter

Have you requested a second pair of eyes to review your resume and cover letter? Have you double checked your grammar and punctuation? **Reach out to your school's career services department** for support before uploading your resume and cover letter.



## College/University Transcript or Degree Posted

If you plan to graduate before June 2020, you can upload an unofficial transcript to your application. If you already have a Masters degree, please upload a copy of the degree to your application.

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*If you follow the checklist above, your application will be successfully completed for consideration.*

# GOOD LUCK!

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EQUAL OPPORTUNITY EMPLOYER

The City is an Equal Opportunity Employer and values diversity at levels of the organization. This information is available in an alternative format by request at (562) 570-7457.