

## How to increase your chances of being selected to YLF

### **Make your application easy to read.**

- Download the application on our website ([http://www.okddc.ok.gov/pdf/yjf\\_application.pdf](http://www.okddc.ok.gov/pdf/yjf_application.pdf)) and complete it on a computer.
- Print your completed version, sign and mail to the address indicated on the application.
- If you must handwrite your application, use a **blue** or black pen (never pencil!) and print unless your handwriting (cursive) is VERY clear.

### **Answer the questions carefully and fully.**

- A good idea is to read through the whole application before you begin to fill it out and to think through your answers before you start writing or typing. Practice your answers on another sheet of paper. Answer all the questions. If you don't have an answer, write NA (for "Not Applicable") or put a dash there. Make sure your answers tell the truth.

### **Give some thought to your recommendation form.**

- Ask only people who have known you a year or more - the longer the better. Be sure they know YOU, not your parents or siblings.
- Remember that recommendations should not be from someone related to you.

### **Don't blow off a phone call from us.**

- If you miss a phone call, follow up with us as soon as you are able.

### **Your interview will not be a pop quiz.**

- Your interview shouldn't be a stressful thing. It is our chance to get to know you better; relax and look upon it as a visit from a friend. Your application represents who you are. The interview is just another chance to make a good impression.

If you have any questions about the application process, interview, or the YLF, please call or email the YLF office.

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