

Completing your Application – CV and Supporting Statement **TOP TIPS**

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Some **TOP TIPS** to help you with your application

- Research.... There are loads of hints, tips and templates out there to help you create a great CV and Supporting Statement
- Carefully read the job description/job advert, particularly the essential criteria
- You **MUST** meet all of the essential criteria to pass the application stage
- Avoid using generic Supporting Statements or Covering Letters. Tell us why you are the right person for the job by **TAILORING** your statement specifically to the role you are applying for
- Make sure that **EVERY** essential criteria is evidenced, either within your CV or Supporting Statement
- Make sure all qualifications and work experience relevant to the role are fully documented **CLEARLY**. Don't make us search for this information!
- You might have to elaborate on some of the personal / interpersonal skills required for the role within your Supporting Statement
- Include any relevant desirable criteria to strengthen your application
- **Make sure that you provide BOTH a CV and Supporting Statement, as requested**

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Top Tips continued...

- Take your time – don't rush your application!
- Be specific, clear and precise. Use your own **REAL-LIFE** examples within the Supporting Statement; think about your experience and try and relate that to the role you are applying for
- Think of **STAR** when providing examples of how you meet the essential criteria within your Supporting Statement:

Situation – Set the scene

Task – Describe what was required of you

Action – what did you actually do, what action you took

Result – how was the situation resolved, outcome

- Check your spelling & grammar, this will play a part in your application
- Ask someone to read through your CV and Supporting Statement to check for errors before submitting your application

GOOD LUCK!!

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