

✱ How to Write a Strong Job Application

Tips to Help You Stand Out and Succeed

Applying for a new role is an exciting step in your career. Taking the time to prepare and present yourself well can make a big difference. Here are some practical tips to help you submit a confident, professional, and effective job application.

🌀 Before You Start the Application

✓ Read the job description and person specification carefully

Consider whether the role matches your skills, experience, and interests.

✓ Contact the recruiting team

Reach out using the contact details in the advert. Ask questions, understand what they are looking for, and request a visit if possible — it's a great way to get a feel for the environment and team.

✓ Use your network

If you know someone working in the department, ask them about the culture and team experience.

✓ Note the closing date

Give yourself plenty of time — strong applications take thought and preparation. Avoid rushing.

📝 Completing the Application Form

✓ Tailor your application to the role

Avoid generic answers. Show how your experience matches *this* job and *this* organisation.

✓ Refer to the person specification

Shortlisting is usually points-based. Provide clear evidence for each criterion.

Example: if “clean driving licence” is required, state that you have one.

✓ Write a compelling supporting statement

Highlight your skills, achievements, and experience with real examples that match the job requirements.

✓ Be clear and concise

Recruiters may read many applications — make it easy for them to see why you're a strong candidate.

✓ **Draft your statement first**

Write it in Word (or similar) to check spelling and grammar before pasting it into the application form.

✓ **Ask someone to review it**

Another perspective may help you present your strengths more confidently.

✓ **If English is not your first language**

Ask a fluent English speaker to review your application to ensure it reads smoothly and naturally.

 Submitting Your Application

✓ **Once you're happy, submit — and keep an eye on your inbox for updates**

Don't forget to check your junk folder for interview invitations or follow-up emails.

✱ **Final Tip**

Believe in yourself and take pride in your achievements — this is your opportunity to show what you bring to the role and the team.

Good luck! You've got this. 🍀 ✱