Tips for Job Applications

- ✓ Read the job description and person specification again - make a list of the key skills they are looking for - bullet point how you match these.
- ✓ Read all instructions and questions carefully - twice!
- ✓ When doing online applications - save your work regularly
- ✓ Be honest - it can be tempting to exaggerate a little but you will be expected to prove you have the skills you have written about.
- ✓ Leave yourself time between writing the application and submitting it. This allows you to check it with fresh eyes
- ✓ Ask someone else to check your application to ensure it makes sense