

# Job Application Tips

- 1 Give yourself plenty of time—it always takes longer than you think.
- 2 Research the job thoroughly. Familiarize yourself with the job description and the requirements.
- 3 Read the questions carefully—what are the recruiters really asking you? Make sure you answer the question.
- 4 Collect your evidence and match your examples against the competences and / or questions. Evidence could be anything from personal experiences, to skills.
- 5 Print off online application forms or download to a word processor program so you can draft your answers. Then copy across to the online version but watch out for formatting issues.
- 6 Check spelling. Do not rely on spell check. First impressions matter.
- 7 Do not use abbreviated or text language. Be professional.
- 8 Stick to word limits. At the same time, use the maximum word count allowed.
- 9 Ask someone to check your answers and your form before submitting.
- 10 Keep a copy of the form. The interviewer may wish to ask follow up questions.

