

THE APPLICATION PROCESS

Even if your CV is looking great, keep tailoring it to the specific job application to convince the employer you're right for the role

1

CREATE A LINKEDIN PROFILE

Use a headshot that reflects that you are someone who employers take seriously.
Remember to list skills you've gained through hobbies, volunteering and work experience.
Notice what kinds of roles are being advertised and who are key employers in the sector.

2

THE CV

Keep the design simple and focus on the text and showing who you are.
Be prepared to edit your CV when applying for different types of roles.
Ask an adult to look over your CV for any spelling mistakes before you send it.

3

Keep it to 200 words and don't just copy the text in your covering letter.
Use the job description to focus on what is relevant for the role.
Include your future ambitions as well as past experiences.

THE PERSONAL STATEMENT

4

WORK EXPERIENCE

Ask family and friends who might be able to help.
Be open to all opportunities; you never know where they might take you.
Volunteering is a great way to gain experience too.

5

Give yourself plenty of time to submit the application before the deadline.
Read every section carefully and do not repeat information.
Don't exaggerate your experience or skills.

THE APPLICATION FORM

6

Research the organisation in advance – the interviewer is likely to ask what you know about the employer.
Rehearse some good questions to show you're interested in the role.
Dress smartly for virtual and in-person interviews – it's better to be overdressed than too casual.

THE INTERVIEW