

### Top Hint

Avoid being too humble and don't assume an employer can fill in the gaps. Really outline your positive skills and experience

### Job Application

In addition to using the services of a recruitment agency you may also apply to a company directly. Most employers give reasonable detail of what is required in a job description of the vacancy. Here are a few extra hints and tips that will put you above the competition

- ✓ Understanding. Make sure you understand the job vacancy. Failure to link up your experience with job specification is a waste of time
- ✓ Accuracy. Includes spelling and dates. Two basic errors that will have you fall at the first hurdle
- ✓ Style. Keep it uniform throughout the application. An employer likes consistency.
- ✓ Positive wording. Or power words, as they are sometimes known. Only put in positive words. Whether a project failed or you've been let down by a work colleague DON'T put it in your application!
- ✓ Examples. You are likely to be prompted to give examples. Keep them succinct and to the point. Don't be tempted to over do it. Look for advice from recruitment agencies. You can still get free advice for other applications!
- ✓ Under selling. Avoid being too humble and don't assume an employer can fill in the gaps. Really outline your positive skills and experience
- ✓ Salary. Often you'll be asked for your existing salary in an application. Remember to add all existing benefits you currently receive. You may wish to put a salary range you'd consider excepting the job
- ✓ Second opinion. Get a friend, colleague or recruitment agent to look over your final application