

APPLICATIONS THAT WORK

Start with a great basic CV

- Demonstrate all your skills and experience
- Use evidence
- Be brief and to the point
- Be positive but honest

Apply for the right jobs

- Take time to reflect and find out about yourself
- Look for jobs that match your interests, personality and skills

Tailor your CV

- Identify what skills and experience the employer is looking for
- Think of examples to demonstrate these
- Make them prominent in your personal statement and across your CV
- Think of relevant experience to include

Write a strong covering letter

- Highlight why you're the right person for the job
- Show you're interested and motivated
- Keep it short

And you'll have done your best to get that all-important interview