

7 tips for an impactful job application

1. Dedicate time to thorough applications for roles you actually want

Don't waste time tailoring your applications for roles you wouldn't be willing to do. If you're going to follow this process, it needs to be worth your time.

2. Found a role you really want? Now, do your research

Research key details about the company and the role before you start writing your answers, such as their company values and mission statement, and their position in the industry.

3. Tailor your answers to the job description

Annotate the job description to pull out what qualities and skills they are looking for, and give examples for how you fulfil those. It can help to have a bank of answers to pull elements from – but avoid copying and pasting. Each answer should be tailored.

4. Share your experience and use specific examples

If you claim to have a particular quality or skill, you need to back it up with evidence. For example, *"I developed the skill of managing relationships during my time coordinating a volunteer team of 20 to run a weekly brunch for the homeless in my local city"*.

5. Emphasise how much you want to work for the organisation

Talk about what you find attractive about the business and how your values and passions align with that. Don't forget to also explain what value you would add to the business.

6. Follow the word limit

You don't want to write too much less than the limit allows, and you also don't want to exceed it. Either one could put a potential employer off hiring you.

7. Make sure your CV experience matches what you say in your application form

Every experience, skill and quality you refer to in your job application should be easy to cross-reference in your CV. Help the person who is reading your application by clearly referring to experiences and giving specific dates.