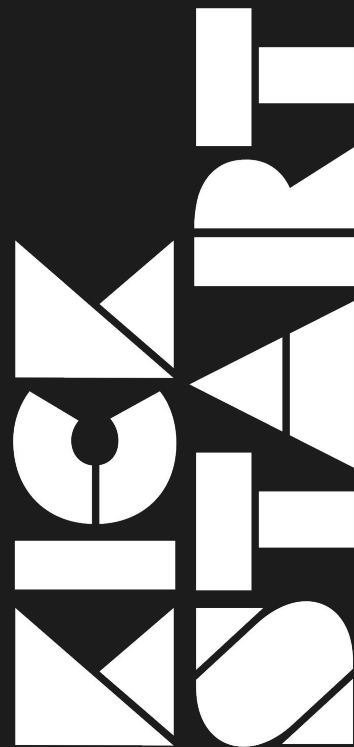


HOW TO SHOW YOUR BEST WHEN APPLYING FOR A JOB

MARCH 2021

KICKSTART
SCHEME

charity
works 
careers that make a difference



**BEFORE YOU
APPLY**





WHY ARE YOU APPLYING?

It's important to show what it is that motivates you about both the job and the employer.

Ask yourself these questions:

Why is this a good opportunity for me, not just in general, but at this point in my career?

What do I hope to gain from the experience and what it will help me to do in the future?

What skills am I bringing and how will the employer benefit from having me in this role?



PREPARING YOURSELF

- Have a look at the organisation's website and gain a better understanding about what they do and why they do it (try their About Us section)
- Read and understand their **values** and think about how you relate to them



PREPARING YOURSELF

- After this, you should spend the most of your preparation time looking carefully at the job description.
- Look at the responsibilities for the role and think about the skills you have that would be most useful to carry out this work.



PREPARING YOURSELF

- Crucially you'll need to carefully read about what the employer is looking for from a candidate and start to think about examples of times you've demonstrated the general skills that are needed.

GUIDANCE FOR APPLICATION & INTERVIEW





TAILOR YOUR CV

If an employer asks for a CV, make sure you tailor so it is most relevant to the job you are applying for.

Follow [general advice](#) for writing a good CV, but make sure you amend things like your personal summary, and change the level of detail in your experience where you need to. For example if something about your academic study or a part time job demonstrates a skill that's particularly important for this job you may need to write a bit more about it, and less about something that's not so relevant.

When making changes to your CV, keep going back to the job description and consider what the employer is looking for. Do your best to ensure your CV speaks to all of the relevant things the employer is looking for.



APPLICATION FORMS

- Before you start filling out the application, find a spot that's quiet and plan to spend some time working through it carefully.
- Employers want you to do well, and are looking to trip you up, so approach it honestly and with confidence!





INTERVIEWS

- If you're attending an interview, whether online or in person make sure you "arrive" in good time.
- If you are interviewing remotely, test any of the video conferencing before to make sure your microphone and camera are set up correctly.





ANSWER THE QUESTION!

Make sure you always answer the question you are being asked.

Be particularly careful if a question has multiple parts to it, that you answer them all.

You can normally only be marked against criteria if you actually answer the question being asked.

If your answer is fantastic, but doesn't answer the question, it might not score well!

STRUCTURE YOUR ANSWERS

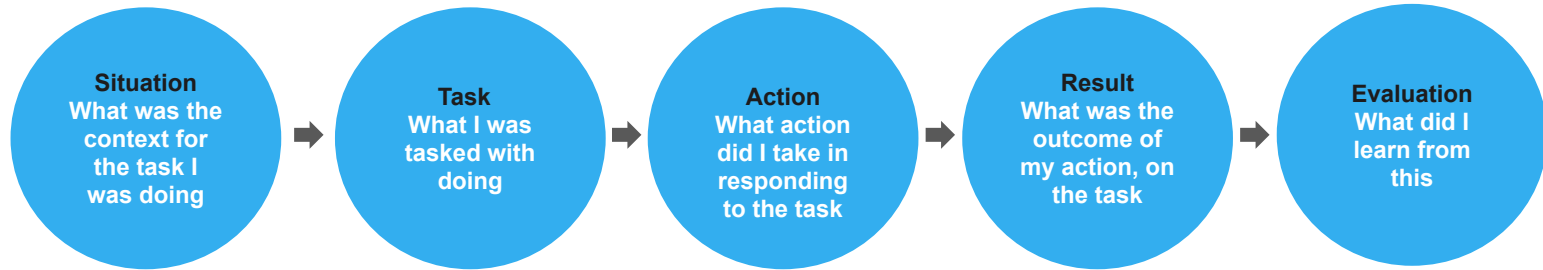
Use a technique like STARE,
when describing your
experiences.

STARE stands for Situation, Task,
Action, Result and Evaluation





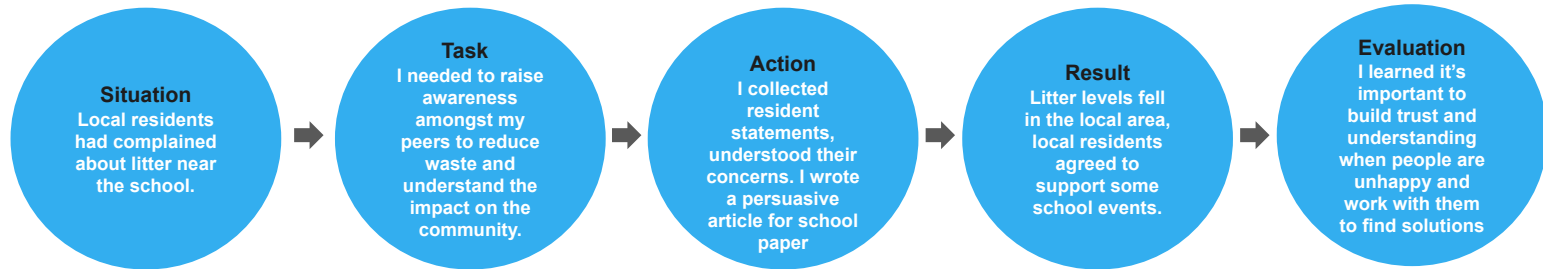
WHAT DOES STARE MEAN?





AN EXAMPLE OF STARE IN USE

Tell me about a time you solved a problem.



DRAW ON VARIED EXPERIENCES



Never undervalue the experiences you have gained.

Whether it's at school, volunteering, university, caring for relatives, sports or hobbies - we all build experiences that grow and demonstrate our skills.

Try and use examples from a handful of different experiences as it helps employers learn about you.

But try and only use one example **per question** so you can really go into the right level of detail.

BE AUTHENTIC



**You don't need to play a role,
just be you (but the most
professional version of you!)**

Be mindful of how you're conveying your fit for the role and employer in the way you communicate and present yourself.

Remember it's not about showing how good you are in general - it's about showing how right you are for this specific opportunity.

THANKS

GOOD LUCK!

KICKSTART
SCHEME

Charityworks
15 Holywell Row, London, EC2A 4XA

Company No. 7304744
Charity No. 1136964

charity
works ●●●●●
careers that make a difference