

## **Guidance for writing your application**

At the first stage of the process, your CV and supporting statement (and any other written information requested) will be used to assess your application. Those demonstrating the best fit with the role specification, considering the evidence you have provided against the criteria set out in the job pack, will be recommended for progression to the next stage in the process.

Providing clear information tailored to the role helps the appointing organisation to understand your motivations along with how well your skills and experience align to the requirements of the role.

Some tips to help you stand out:

### **Ensure you follow 'How to Apply' instructions**

We will always detail what information the client is looking for in an application and some general guidance on how your application should be submitted.

Generally aiming for no more than two pages of legible text as a PDF for each document is a good guide, but the focus should be the quality and relevance of information provided.

### **Share your passion**

We work with mission-led organisations who want to understand not only the skills you can bring to the role but your motivations for applying, your values and how these align with what they are trying to achieve.

### **Be specific**

When referring to an employer, make it clear the size of the organisation (e.g. include income/turnover and approximate number of employees) along with the specific impacts of your contribution. Quantify your achievements to make them easy to understand.

### **Be concise**

There is no need to share photos and graphics in your CV and supporting statement: use this opportunity to provide tailored examples of how you meet the person specification.

### **Talk to us**

If you would like further guidance or to speak to someone about whether your current experience aligns with the role requirements, please reach out to the contacts listed on the job advertisement.