We review each application and based on its content, we then decide if a candidate can be progressed through to the next stage. We want to see as many of you as possible through to the second stage so here are some hints and tips:

Double Check!

It is very important to sense check; spell check and grammar check your work.

Why not ask a family member to have a look too? This will help to make sure that you're making the best first impression possible.

Ensure all details are filled out on your application form!

Please make sure that you fill out all the details in the application.

Missing integral parts out shows a lack of attention to detail, and if it is your contact details that you miss out, this could be critical to your application.

Always read the question carefully

Make sure that you answer each part of what the question is asking you.
Look at the word count and try to be as close to the maximum as possible.

Also try printing off or saving the questions on a separate document and highlighting each part – this should help you to provide structured and full answers.

Be as specific as possible

Please make sure that you refer directly to the organisation.

It is often obvious when candidates 'copy and paste' generic answers across applications (particularly if another organisatikon/programme is mentioned – oops!)

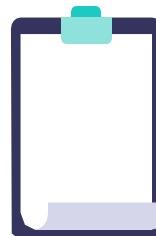## Don't be afraid to let your personality shine

If you are passionate, we want to see this jump off the page.

I wouldn't start 'hashtagging' through your application, but there is no problem with being personable, but professional, and expressing what really excites you about the industry, the programme or the organisation.

Use the right language

Use power verbs such as transformed, delivered, achieved and inspired and choose descriptive words like effective, consistent, determined and adaptable.

Avoid using bullet points and always make sure that you provide full answers.

If you have any technical issues, there is a support email address in the email that you will receive. You can give us a call in regards to any non-technical issues you may have.