

## Applying for a job

Learn how to avoid common mistakes in completing applications. An application for a job is a 'sales' document for you. Employers want to know if you have the necessary skills and talents, exceed their needs or don't come up to scratch.

Read any application carefully through and make sure you understand what is being asked for. Make notes and write draft versions rather than launching into a final version on the application form straight away. You may have to detail your competencies and sort them in order of importance and ensure you make clear any personal involvement in projects and successful outcomes (use 'I' rather than 'we').

List things that you actually do and how you do them where relevant. Think in terms of 'What' & 'How', so think of your action, your approach and your achievements in broad terms. Be concise. For example:

*'I designed new information signage for the Hospital in consultation with staff and patients which led to clearly observable effective location of the different departments within the complex.'*

This is clearly better than:

*'I designed new Hospital signage.'*

Any evidence you give to support your application should be clear rather than implied or not clear. In other words you are giving evidence that you are competent in your current role (which may as yet only be as a student, so for instance, your ability to research, collate and write your dissertation is useful here to demonstrate key skills beyond the studio work).

Check it for spelling, and get someone else to read it to see if it makes sense and does you justice. Use positive power words.