Application Hints & Tips

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

Why not ask a family member or friend to have a look too? This will make sure that you are making the best first impression.

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 you miss this could be critical to your application.

Make sure that you answer each part of what the question is asking you. Try printing off or saving the questions on a separate document and highlighting each part- in this way this should ensure that you provide directed and full answers.

Always read the question carefully.

Be as specific as possible.

Please make sure that you refer directly to the organisation. It is often very obvious when candidates 'copy and paste' generic answers across applications (particularly if another organisation/ programme is mentioned- oops!)

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.

Don't be afraid to let your personality shine.

Avoid using bullet points.

Provide full answers at all times.