



Tips for applying for jobs

Submitting the same application for a range of different jobs online is something many people do when they are looking for employment. However, submitting personalised job applications is easy for everyone else too, so it's likely that you will be competing with many- sometimes even hundreds - of other job seekers. If you have submitted your CV to one of our experts for advice and support, you are already making a difference in your journey to employment.

Now it's about tailoring your application to stand out from the crowd, so you have a better chance of securing an interview.

These seven tips may increase your chances of success when applying online:

1. Read the job description carefully.

Make sure you have the skills and/or the experience that the employer is looking for. Think about previous situations (not restricted to employment) when you demonstrated the relevant skills the employer is seeking and how you can communicate this in your cover letter as part of your application.

2. Tailor your application.

It is important to tailor your cover letter and, if possible, your CV to the job you are applying for. Many employers will scan over a cover letter and CV; so to capture their attention we suggest you include keywords in your cover letter that they used in the job advert – this will alert them to reviewing your CV in a more in-depth way.

3. Ensure you submit your cover letter.

This is an ideal way to stand out, employers and recruiters notice when applicants just supply a CV, especially if the job advert specially asks you to send your “cover letter and CV.” Remember attention to detail is important.

4. Fill out every field in the application.

Some applications require you to answer a series of questions before you submit your CV and Cover Letter. It is important that you use this opportunity to show your skill set, while demonstrating your interest for the job.

5. Review your social media profile.

If you are applying for jobs online, make sure you have a positive online presence. If you have a LinkedIn account, make sure that this is up to date and reflects what you want your future employer to see. You should check your social media privacy settings to ensure employers can't access any information you would rather they didn't see.

6. Triple-check your content for spelling, content, and grammar mistakes.

It is important to review your application before you submit it – we always suggest someone else to look over it. This is why our specialists are a great resource. When you submit your CV for a job online it is sent directly to the recruiter or employer. First impressions count so make the best one you can when you apply.

7. Ask three people to be a reference for you.

Many employers ask you to provide professional or character references. Choose people who've worked closely with you in the past, such as a former supervisor or co-worker. If you haven't had previous employment, chose a teacher or someone close to you that can talk to your character. Talk to the people you want to use as references to make sure they're okay with you providing their information to the employer. Then, confirm their contact information so you can include it on your application.

If you want to make your job application stand out, just think outside of the box. While the above tips for applying for a job might create a bit more work, they're worth it! Employers love someone who demonstrates they're willing to go above and beyond the basic requirements. It shows them you'll have an attitude that will be an asset to their workplace.