Applying for jobs at University of Worcester: Top Tips

- Read the instructions carefully. If it says 'do not include a CV' then do not do so!

- The online form allows you to save your personal details so these can be used in further applications. However your supporting statement should always be unique to that particular job

- You will be shortlisted against the criteria in the **person specification**. Read these carefully.

- In the supporting statement give your reasons for applying, and then explain **fully** how you meet the person specification

- Talk about every element of the person specification and give examples of how you can demonstrate each. If you have more than one example, then include them all

- Organise your statement clearly, with headings, underlining or bold font to make it clear which elements of the person specification you are addressing.

- Check and recheck for spelling, punctuation and grammar. Type your supporting statement into word beforehand so that you can spell check it, but check again in case it has been reformatted

Further support

If you would like to book a careers appointment, please visit:
https://worcester.targetconnect.net

myCareer

Careers & Employability
www.worc.ac.uk/careers

University of Worcester
Student Services