

## How to Demonstrate That You Meet the Job Description Within Your Application Form

When applying for a job it is vital to ensure that you have included all the required information in your application form or covering letter and CV to ensure you meet the requirements of the role.

You should read through the job description in detail and look specifically at the activities involved. Ask yourself why you are interested in this job? Would it be a good career move for you? Is the move a promotion which would enable you to gain more responsibility or enhance your skills, or is it a sideways move intended to broaden your skills and experience?

Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience. Explaining your current (and previous) jobs to someone else may help you uncover 'hidden' skills and experience that you take for granted.

You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.

Below are a few handy hints to ensure you've covered all the bases;

- Take time to read the job description, person specification and application form very carefully, so you understand fully what is expected of you.
- Make sure you are clear in your mind why you are applying for a particular role and what you can bring to it in terms of skills and personal attributes.
- Every statement you make on the application form should be backed up with evidence to show how you meet the person specification. Gather dates and titles of any qualifications, publications, research, audits or presentations relevant to your application.
- The application form is designed to help establish whether you have the key competencies or skills required for the job. So it is important to find an effective way of getting your answers across.

It's also important to remember that when submitting your application, to ensure the details you might take for granted are accurate so;

1. Give yourself plenty of time to complete and submit the form
2. Make sure all the details on the form are correct - including spelling and punctuation
3. Answer all questions as fully and accurately as possible

4. Send copies of any other documents required as outlined in the job advert, at the same time that you submit with your application
5. Check your referees are happy to support your application
6. Make sure you are free on any identified interviews days
7. Check, and then double-check your application, before hitting the 'submit' button.

I hope you find the above helpful and good luck with your application!

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