

What does a poor application look like?

Please list your Employment History - Paid or Unpaid starting with most recent first. Include Job Title, dates worked and a brief description of duties.

I worked at McDonald's. I worked in a charity shop.

Personal Statement - Please state your suitability for this role and why you would like to apply for this position.

I am a student in my first year and looking for a job.

This is giving a vague amount of information to the employer. With a lack of information, it means that when the employer is reading the information, they will not be able to see the skills which you already have. By providing limited information it is limiting the successfulness of your application.

From the above application you can tell the person has worked previously, but they have not listed the experience they gained from their roles. From the personal statement, you can see that the person has not broken down relevant skills and experiences. It also shows they have not put any effort into the application and it is unlikely they will be shortlisted for an interview.

Work experience can be paid or unpaid, think about where you have gained skills from and list them. Even if you only have one previous role by highlighting the relevant skills, means that you can boost your chances of being shortlisted. With an application, the more skills you can show, the stronger your application is. Always refer to the person specification of the role you are applying for.

When completing an application for a role, please remember that you will be asked about your experience so please do not embellish or falsify the information which you are giving as if you do get the role and these skills are put to the test it will be clear where the lack of skills will be.

Things which can help to update and upgrade your CV.

Handshake - CV 360 - <https://app.joinhandshake.co.uk/stu/articles/155> -

As a student you can log into handshake and through the CV 360 application can upgrade your cv to highlight your skills

University of Hertfordshire – Careers and Employment -
<https://herts.careercentre.me/resources/elearning/hub.aspx?redirect=/e-learning/asset/gallery/path/162> –

As a student under the university of Hertfordshire careers website there are a variety of different tools to create an advance CV but also many different resources which can be used to prepare and give you skills to get as many skills as possible and experience out of previous life experience. Also under this resource is information about interview skills and other valuable information about the recruitment process.

LinkedIn Learning - <https://www.linkedin.com/learning/search?keywords=cv&u=49485105>

LinkedIn Learning is a free resource where you can gain more knowledge about how to write a CV and different skills needed during the job application process. As a university student this is a free resource. When on LinkedIn learning there are a wide variety different resources to help with different areas needed within a role so have a search through and either brush up or learn a new skill.

How to expand and enhance your application

Please list your Employment History - Paid or Unpaid starting with most recent first. Include Job Title, dates worked and a brief description of duties.

I worked at McDonald's. - May 2022- April 2023.

During the time I worked at McDonalds I worked in all the different areas and was able to move between separate roles throughout the day. This was beneficial as I was able to provide support for my team and learn a range of different skills. These skills were delivery, working the cash register, customer service, cleaning and organising of front and back of house, food preparation.

Volunteering at a charity shop - March 2022 – April 2022

I was volunteering at a charity shop. During this time, I was able to work on the shop floor assisting customers. I was also able to collaborate with other colleagues to put stock out and keep the floor looking tidy. I worked on the till ringing up people's transactions. I helped sort and price new items coming into the shop.

Looking after my family relatives

During summer holidays and other school term breaks I am responsible for looking after my younger brother and sister. While away from school I make sure they have completed any outstanding homework, help with keeping the house clean and tidy.

Personal Statement - Please state your suitability for this role and why you would like to apply for this position.

I am currently in my first year of studies here at the university of Hertfordshire and I am studying Business. I would like to work for the Student Union as I think this will help me develop personal skills along side my degree. I would also like to work for the student's union as it part of my experience at the university and want to be able to not only work with them to make it better by also be involved with the different events. If I am offered the role not only, am I learning and working but also getting experience and upskilling myself for the future. I currently do not have any direct experience within this role, but my degree is within the same field, and I would like to gain a further insight into how this works on a day-to-day basis.

For each job or any type of work experience try and relate the experience you had in your previous jobs to the skills and values the role is looking for. It is important to link your application to the job you are applying for not only to show that you have taken time to think about the role and how your personal skills link, but also how the role will be something you will be able to succeed in. When writing a personal statement link into what you want to achieve and how working at this role is going to achieve that. It is important to take your time and think about the information you are writing

as this is the first impression the recruiter will have of you and if there is spelling mistakes and lack of information it will make them think you are not interested in the role.

Best of Luck