



APPLICATION DO'S & DON'TS

SIMPLE STEPS TO HELP YOU MAKE
A STRONG IMPRESSION AND AVOID
COMMON MISTAKES.

A great application can open doors.
A careless one can close them.
Follow these do's and don'ts to give yourself
the best chance of success. ❤️

✓ DO'S – WHAT TO DO

- ✓ **READ THE JOB ADVERT CAREFULLY**
Understand what the employer is looking for.
- ✓ **FOLLOW INSTRUCTIONS**
Provide everything that is asked for.
- ✓ **TAILOR YOUR APPLICATION**
Show how your skills and experience match the role.
- ✓ **USE KEYWORDS**
Use words and phrases from the job description.
- ✓ **PROOFREAD EVERYTHING**
Check for spelling, grammar and punctuation errors.
- ✓ **KEEP IT CLEAR & CONCISE**
Use short sentences and simple language.
- ✓ **SUBMIT ON TIME**
Give yourself enough time to complete and review.
- ✓ **KEEP A COPY**
Save a copy of your application and all documents.

✗ DON'TS – WHAT TO AVOID

- ✗ **DON'T SEND A GENERIC APPLICATION**
Employers can tell when it's not tailored.
- ✗ **DON'T COPY AND PASTE YOUR CV**
Your application should add value and give more detail.
- ✗ **DON'T LEAVE SECTIONS BLANK**
If a section doesn't apply, say 'N/A'.
- ✗ **DON'T LIE OR EXAGGERATE**
Always be honest. It can ruin your chances.
- ✗ **DON'T USE INFORMAL LANGUAGE**
Avoid slang, abbreviations and text speak.
- ✗ **DON'T MAKE IT TOO LONG**
Stick to the word count or page limit.
- ✗ **DON'T FORGET TO CHECK YOUR EMAIL**
You could miss important updates.
- ✗ **DON'T GIVE UP**
If you don't hear back, keep applying and improving.

BEFORE YOU SUBMIT – FINAL CHECKLIST



Have you answered
all the questions
fully?



Have you provided
examples to
support your skills?



Have you
proofread your
application?



Does your application
show why you're the
right person?



Have you attached
all required
documents?



Did you submit
before the
deadline?

★ TOP TIPS



Be prepared
and organised.



Show your
enthusiasm.



Communicate
clearly.



Present yourself
professionally.



Keep improving
your skills.



Stay positive and
keep going.