



WRITING SUPPORTING STATEMENTS

HOW TO WRITE SUPPORTING STATEMENTS THAT GET YOU SHORTLISTED.

Your supporting statement gives you the chance to show why you're the right person for the role.
Make it strong, relevant and clear. ❤️



WHAT EMPLOYERS ARE LOOKING FOR

- ✓ Evidence you meet the essential criteria
- ✓ Real examples from your experience
- ✓ Good written communication
- ✓ Motivation for applying
- ✓ Understanding of the organisation



STRUCTURE YOUR STATEMENT

1 INTRODUCTION

- Explain why you're applying.
- Show enthusiasm.
- Mention the role.

2 MEET THE ESSENTIAL CRITERIA

Address every essential requirement individually.

Use examples from:

- Employment
- Volunteering
- Education
- Life experience



USE THE STAR TECHNIQUE

- S** SITUATION
- T** TASK
- A** ACTION
- R** RESULT

Give evidence rather than simply saying you're good at something.



COMMON MISTAKES

- ✗ Copying your CV
- ✗ Writing one generic statement
- ✗ Ignoring essential criteria
- ✗ Making spelling mistakes
- ✗ Going over the word count
- ✗ Using long paragraphs



BEFORE YOU SUBMIT

- ✓ Check every essential criterion has been answered
- ✓ Proofread carefully
- ✓ Read it aloud
- ✓ Tailor it to that employer
- ✓ Ask someone to review it



TOP TIPS



Use keywords from the job advert.



Give evidence, not opinions.



Be honest.



Keep sentences clear and concise.



Show the impact you've made.



Finish positively.

