

**Selected extracts from...**  
**You're Hired!**

**The COMPLETE Guide**

**To Writing Great  
Job Applications**



**Catherine Jones**

	<b>Page</b>
<b>Contents</b>	
<b>Introduction to Job Application Forms</b>	<b>3</b>
<b>Your First 5 Steps</b>	<b>4</b>
<b>Completing the ‘Easy’ Parts</b>	<b>5</b>
<b>Completing the ‘Harder’ Parts</b>	<b>6</b>
• Step 1 – WHAT to say	<b>6</b>
• Step 2 – HOW to say it	<b>9</b>
<b>8 Other Tips and Common Mistakes</b>	<b>11</b>
<b>Sample Job Application Form</b>	<b>16</b>
<b>Final Message</b>	<b>19</b>

## **Introduction to Job Application Forms**

A recent survey by **Time Magazine** has shown that, for the majority of us, it is difficult to properly fill out a job application form.

The article went on to say that there are even some who are suing their schools for allowing them to graduate without knowing this vitally important life skill!

This Guide will show you the right way to fill out job applications and give you an edge on your competition for the jobs you want.

Keep in mind that the idea of submitting a job application in the first place is to secure an interview -- and without an interview, you’re not going to get that job. In many cases, the application form is the only source of information about you that the potential employer will have. It forms the basis on which they will make their decision about who are the most qualified applicants -- and who to call for interview.

It follows that you need to take every opportunity given to you by this form to make the case that you are the right candidate for the job.

Don’t be intimidated by your job application form. It’s actually pretty straightforward, with most sections simply asking for some basic information.

The rest of the application may go into greater depth, but the advice we’ll give you here will help you know what to do when you get there.

Let’s get started.....

## **What To Do First**

Follow these important first steps before you do anything else:

1. Get at least **2 copies** of the job application form to practice on and in case of mistakes.

Either ask for 2 forms or get a friend to ask for one too. Take at least one photocopy and use a photocopy to practice on.

Then, when you’re completely ready, complete one of the original forms. The other original is back-up in case you make mistakes on the first original form.

2. Before writing anything.....

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## **Complete The Easy Parts Next**

Every job application form has ‘easy’ sections. By ‘easy’ we mean sections which ask for factual information only. These include sections on:

- Personal details
- Employment history
- Education and qualifications
- Reference details

Most jobseekers don’t bother to use a photocopied form or write draft answers to questions in these sections. They figure that they...

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## **Completing The Free-format Sections**

Almost every job application form will ask you this question in one way or another.

**“Why do you want the job and why do you consider yourself a suitable candidate?”**

We see a lot of applications where the candidate has only put down a few lines here -- in some cases, only a few words! This is not the way to go about answering this question. Keep in mind that it....

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Here’s an example:

*“My Supervisor wrote in my last performance review that ‘Sally is great at influencing. On her advice, we made changes to new starter training and new employees are now ready to take customer calls after 3 weeks rather than 4. This reduced costs and increased income’”.*

Don’t you think that sounds great?

Using quotes by others has helped us get job interviews -- we are convinced. And although we only see it on job applications now and then it stands out above anything else.

Do try it -- it may well mean the difference between getting an interview or not.

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## **Others Tips and Common Mistakes**

By now you should have completed the easy parts of your photocopied job application and have drafted a good answer to the question about why you want the job and why you are suitable.

Just before you begin completing the real thing, read these 8 tips and learn about common job application form mistakes to avoid....

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## **Sample Job Application Form**

Here are extracts from a **real job application form** showing you how to put the advice on the previous 15 pages into action!

This job application form resulted in an interview and a job!

It was written in response to an advert for a Manager of a Customer Excellent Team. It’s modified only in places to disguise the Company.

Among other things, the advert asked for:

- “...someone who is passionate about wanting to see us deliver the best possible customer service and who can lead a program of customer service enhancements...”
- “...someone who can lead a team of consultants and managers and who has the ability to provide direction and support to a highly motivated and focused team...”
- “...someone who can influence across the organisation at senior levels...”

Read on to see how our sample job application form fits the bill.....

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