

## Supporting Statement Guidance

The supporting statement (personal statement in application forms) is a great way to show the recruiter that you match all the criteria that they are assessing you by. It should address every point on the person specification, giving EVIDENCE (at least one piece, better still two) to demonstrate you have utilized these skills in the past.

It's best to start the statement by showing you've done some research into the organisation. For example the kind of work they do, and why that interests/motivates you. You want to show that you are passionate about what they do and what they stand for and this is your chance to get this across to the employers.

Look at the **PERSON SPECIFICATION**, not the Duties/Responsibilities of the role. The statement is to show that you meet their starting requirements.

Take each point or section and use it as a header. Use bullet points or a short paragraph to give examples of when you have done each point/section

As a general rule, an employer will only chose to interview candidates who have given 'exceptional' evidence throughout their supporting statement (especially in the current competitive market). Please find example below

- **Good IT skills** (*a standard requirement on most person specifications*)

**No Evidence** – Either, choosing to ignore this statement, or writing 'I have good IT skills', would count as no evidence.

**Some Evidence** - 'I have good IT skills and use Word on a daily basis' would count as some evidence.

**Good Evidence** – 'I have good IT skills and use Word on a daily basis. I regularly use the mail merge feature to send out correspondence.'

**Exceptional Evidence** – 'I have good IT skills and use word on a daily basis. I regularly use the mail merge feature to send out correspondence. I have also been on 2 advanced Excel courses in the last 12 months, so am up to date on how to use Excel to manipulate statistics. I often work with Powerpoint to write up presentations, which are at a high enough standard to be delivered to the board'. *Exceptional evidence will give at least 2 pieces of evidence showing how you have used these skills in your working career. Make sure you go into detail and state in which roles you carried out these skills as the client doesn't just want to see that you have done the skill but wants to know where and in what function.*

**Make sure you answer each and every bullet point in the person specification.**

If you do not feel that you can give 2 strong examples of the skills then you need to question whether the role is right for you. Some applications are quite time consuming and as such we would not want you to waste your time especially in this competitive market.

Finish up the statement in your own way, possibly giving your availability (notice period etc) and/or reaffirming your interest in the role.

I hope this helps. If you have any questions about this please don't hesitate to get in touch!