

5 TIPS for your APPLICATION

APPLICATION DOCUMENTS

Tailor the content of your application documents to the relevant job description and company.

Make sure that your statement is cleanly structured and easy to read. Your CV should ideally be arranged chronologically.

Use a recent, professional-looking photo (as for your LinkedIn profile).

Ask a friend to proofread your application if necessary.



JOB SEARCH

Update your LinkedIn profile and upload a recent, professional-looking photo.

Adjust your private social media to ensure that a recruiter will not start by coming across photos of your most recent party.

Make use of your network and actively ask friends and acquaintances if they know of any vacancies.



BEFORE THE INTERVIEW

Find out about the dress code. Look for photos of employees on the company website. If you cannot find any, just call and ask.

Prepare good answers to the classic interview questions.

Prepare specific questions about the role and the company.

Shortly before the interview: put yourself in a positive mood and smile.



DURING THE INTERVIEW

Never speak badly about previous employers.

Substantiate your answers with examples from previous positions.

Make sure to ask questions about the role and about daily work at the company in question.

Find out about what happens next and the approximate time frame for the application process.

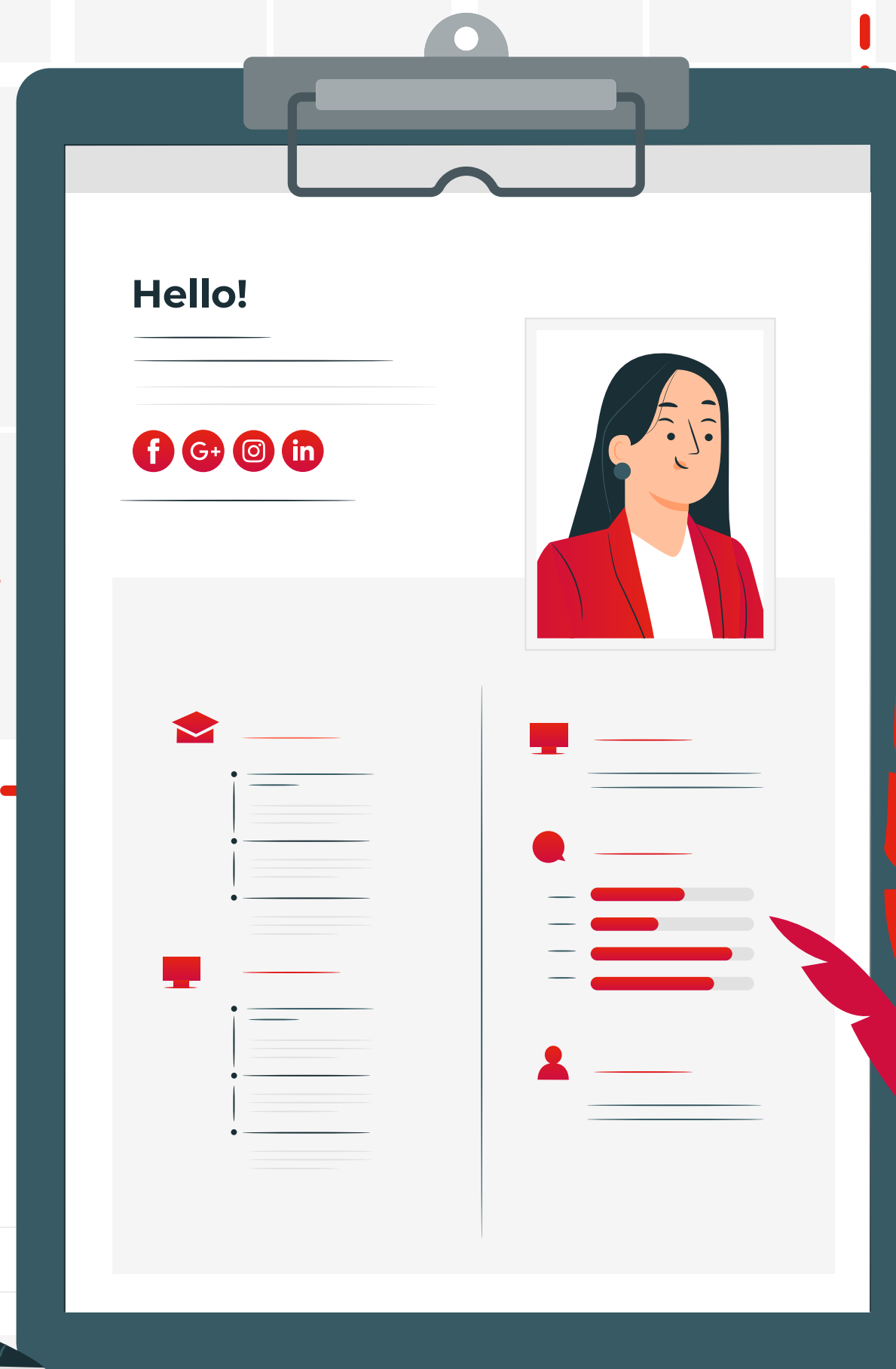


AFTER THE INTERVIEW

Further boost your good impression with an email thanking the company for the interview and emphasising once again how interested you are in the position.

If the application time frame discussed elapses, it may be worth sending an email to ask about the current status of your application.

And finally: stay cool – you have done your best and matters are now out of your hands.



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