



APEX RECRUITMENT SERVICES

7 Tips for submitting your application

Applying for jobs can be a lengthy and tiring process, but you can make your life a lot easier by following these tips for success to get the best return from the time you spend applying for jobs.

Don't forget, we're always on hand to give you a hand and offer advice, so pick up the phone or email us if you have any questions at all, we want you to succeed as much as you do!

Preparing your application:

1. Tailor your job search

The first thing to remember is that you're going to be a lot more successful if you find specific roles you're a) genuinely interested in and b) hold the relevant qualifications and experience for.

Take the time to read job descriptions and check your skills match the majority of the skills required, though bear in mind if you're slightly short on experience it may still be worth applying as other aspects of your application may compensate for this. When applying through an agency your recruiter will always be happy to talk through your experience to help this decision process.

2. Prepare your CV for success

Take a look at our [YouTube channel](#) to hear more tips about preparing your CV, and once you've got a good basis to work from, take 5 minutes to tailor your CV specifically to each application you make.

Make sure that you give examples of where your skills have been put into practice for both your transferable skills like communication and technical role-specific experience too.

3. Cover Letter

When submitting an application on our website, you're invited to include a short cover letter. This is a great time to let us know why you're applying and what makes you a great fit for the role. Don't repeat information or experience that's included in your CV. Keep your cover letter succinct and don't forget to let us know how we can get in contact, which leads us on to....

4. Highlight the best way to get in contact

Most job seekers already work full time, so it's really helpful if you let us know the best means and time to contact you. We're happy to work around your schedule, and will do our best to schedule any interviews at a convenient time too.

Before you submit your application:

5. Check your LinkedIn and other social media pages

Check your LinkedIn profile is up to date ([view our top tips](#)) and matches your CV. Most employers and recruiters will search for you online, so make sure your public profiles across all social media channels match the impression you're trying to make with your job applications – we found [this guide](#) from Social Media Examiner really handy!

6. Proof read your application

When you've spent hours on an application it can be really tempting to click 'submit' and be done with it, but always give your application a final read before clicking the ominous 'submit' button. This is especially important when you have been editing your CV as you go (tailoring your application), as it can be really easy to change half a sentence and forget to change the other half to match.

7. Don't stop now! If you don't hear back, follow up.

If you've followed our first six tips by now you should be in the running for an interview, however agencies and HR departments have dozens, if not hundreds, of applications a day. This is why it can be handy to give the company a courtesy call to check your application has been received and to ask if any further information is required if you haven't heard after 48 hours. This could bring your CV to the top of the pile, and also shows your enthusiasm for the role.

As we mentioned previously, we want you to succeed just as much as you do, so get in touch if you have any queries about your application or would simply like to know more about a role.

You can also follow us on social media to stay up to date with local and industry news, as well as our latest updates and advice articles. Follow us on [LinkedIn](#), [Facebook](#) and [Twitter](#).