



CHECKLIST

Here's a checklist to help you remember the points that we have covered in the application forms section.

- Get to the point – don't write too much; the interviewer will have a lot of applications to read
- Use the CAR technique that is explained in the [Interviewing for Jobs module](#) of the workbook for your answers
- Check your contact details to make sure they are correct
- Make sure you have included all of your education experience and qualifications
- Make sure your answers show that you have the skills needed for the job
- Check your spelling and grammar and then ask a friend to check it as well
- Read your answers out loud to see if you can pick up any mistakes
- Keep a copy of the form so that you can look at it before your interview
- Make sure that you send or hand it in on time!
There's no point in all that work if you are late

REMEMBER:



Not all examples come from the classroom or work – think about the other areas of your life where you have built skills.



SUMMARY

This module has covered the following topics:

- What CVs and cover letters are and why they are important
- What type of language you can use when applying for jobs
- The different ways of applying for jobs
- Creating and tailoring your CV
- How to write your cover letter
- How to write your application forms