

# Example Application Form Answers

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This leaflet should be read in conjunction with the **Guide - CVs and Applications**  
[www.careers.dept.shef.ac.uk/flipbooks/applications/](http://www.careers.dept.shef.ac.uk/flipbooks/applications/)

The guide gives advice on how to write good CVs, covering letters, and application forms and provides a few examples. This leaflet provides a much wider range of examples which cover two main types of application form:-

**Application forms that ask a series of questions** - which relate to:-

- Your **skills/competencies**
- Your **motivations** for applying

The examples listed provide a weak answer and then a better answer to the same question. There are also comments which explain the relative strengths and weaknesses of each answer, to help you understand what makes a good answer.

**Application forms that have a Personal Statement/Additional Information section**

Many applications have a 'blank page' section entitled 'Personal Statement' or 'Additional Information'. It is the key section on the application form. In many ways it is similar to the Personal Statement you had to complete when you applied to University. We have provided a job specification and then written a good answer as an application for that job.

*IMPORTANT: you should NOT simply copy the style of any of these answers – after all, they do not relate to your experiences. Instead, use the information to help you follow best practice when completing application forms.*

*You should also use the other resources on writing applications provided on our website*  
[www.sheffield.ac.uk/careers/students/gettingajob](http://www.sheffield.ac.uk/careers/students/gettingajob)

## Skills questions with example answers

Some questions ask for examples of when you have used particular skills, or competencies that the employer believes to be necessary for the job concerned. The following 'Skills questions', typical of many questions posed in online and paper-based applications, highlight examples of good and bad practice.

### 1. Team working

*Give an example, from outside of your studies, of when you have worked in a team. What was your role and what did you contribute to the team's performance? (200 words)*

Answer A) I am on the Committee of the University Drama Society and last semester we had to organise a Community Event. We met to decide who was going to do what and I was given the task of getting enough money for the event. My Father is a member of the Chamber of commerce and he put me in touch with some of his friends and I managed to generate £200 sponsorship money. As a team we met together regularly to discuss progress. The event was a big success and the rest of the team appreciated me getting together this amount of money. (102 words)

# Good Answers For Job Applications

**Brooks Briz, David Rose**



## **Good Answers For Job Applications:**

*Best Answers to the 201 Most Frequently Asked Interview Questions, Second Edition* Matthew J. DeLuca, Nanette F. DeLuca, 2010-08-20 Answers that will get you hired from the bestselling interview guide now completely updated In today's job market there are thousands of qualified candidates battling it out for a few jobs Beat out the competition and learn how to give the best interview with *Best Answers to the 201 Most Frequently Asked Interview Questions* the essential job seeking weapon you need to answer the thought provoking or unexpected questions that potential employers use to weed out candidates Career experts Matthew and Nanette DeLuca coach you through every possible question you'll encounter along with the secret motivation behind them including those you may not want to be asked but must answer In this updated edition you'll learn how to Gracefully address a lost job Tactfully discuss salary requirements Take control of the interview With *Best Answers to the 201 Most Frequently Asked Interview Questions* you'll never be at a loss for words on any interview Matt DeLuca SPHR New York NY is a Senior Consultant with the Management Resource Group Inc Matt is also the author coauthor of *24 Hours to the Perfect Interview Get a Job in 30 Days or Less* and *Perfect Phrases for Negotiating Salary and Job Offers* Nanette DeLuca New York NY is a Principal with the Management Resource Group Inc and coauthor of *24 Hours to the Perfect Interview Get a Job in 30 Days or Less* and *Perfect Phrases for Negotiating Salary and Job Offers* [Great Answers to Tough CV Problems](#) Jenny Rogers, 2011-09-03 How do I find out what the employer really wants How do I get noticed when applying online How can I keep it to 2-3 pages What is CV Language and how can I learn it How do I get around the obstacle of something embarrassing in my CV eg dismissal or unemployment What about social networks What if I seem over or under qualified for the job Great Answers to Tough CV Problems will help you solve these and many more of the burning questions that face today's job seeker Perhaps you want a career change have been job hopping for some time or are returning to work after a career break Jenny Rogers examines the potential pitfalls across a range of common job hunting situations and shows how to put together a CV that will make the most of your skills and experience make an impression and secure that all important job interview Online supporting resources for this book include downloadable sample CVs

**Getting a Social Media Job For Dummies** Brooks Briz, David Rose, 2015-03-16 Your no nonsense guide to getting a job in social media Looking to snag a social media position This fun and practical guide shows you how to stand out from the competition and land your dream job in social media Inside you'll find expert and easy to follow guidance on where you should look for a job in social media how to research companies to target the social media sites where you should be active and much more Plus you'll get resume and cover letter writing tips answers to tricky interview to woo potential employers and advice on creating a valuable social media position within your current company You will also benefit from sample resumes resume templates and videos available to download and view online From SEO specialists to online community managers social media positions are the latest buzz in the job market As businesses have come to value the competitive edge

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