

# 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

**Joyce Lain Kennedy**



## **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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nationwide and throughout the world This twenty fifth anniversary edition of 101 Great Answers to the Toughest Interview Questions is thoroughly updated to reflect the realities of today s job market Whatever your age and experience whether you are seeking your very first job or finally breaking into the executive office this is the one book you need to get that job

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**Job Search Letters For Dummies** Joyce Lain Kennedy,2013-07-02 New style job messages that get you in the door and on your way up From sparkling cover letters to six word bios a fresh bevy of job search letters has grown powerfully useful for successful career communications Job Search Letters For Dummies delivers the quality of New Era know how you need right now to land good jobs and thrive Whether you re a long time professional or a recent college graduate or somewhere in between Job Search Letters For Dummies has you covered Job Search Letters For Dummies covers the gamut of leading edge topics including effective strategies for internal career communications on topics such as raises promotions and position changes rules for communicating professionally with texts and networking on social media platforms such as twitter and LinkedIn fresh and updated communication phrases to voice accomplishments and make job fit statements post interview etiquette and letters such as thank yous hire me reinforcement notes interest revival queries and much more Get hired with 40 types of job letters Create short messages for a smartphone world Network on social media sites Model best letters more than 200 pro samples Whether you re a long time professional or a recent college graduate or somewhere in between Job Search Letters For Dummies has you covered A note to job seekers from nationally syndicated careers columnist and author or Job Search Letters For Dummies Joyce Lain Kennedy Welcome aboard job seekers Thanks for checking out this first guide to communications supported job search and career growth in relentlessly changing technological times The right messaging what you say why you say it and when you say it is as important today to your employment goals as it has been at any time since Leonardo da Vinci wrote the first professional resume in 1482 Consider recent job finding history In 1986 fax machines and postal mail were the most popular ways to send resumes and cover letters In the 1990s the Internet boom kicked in with new tools to connect jobs and people e mail websites cell phones mailing lists and online bulletin boards In the 21st century the double time march of recruiting technology skyrocketed building a techno swamp populated with endless ideas of how to connect work and people through smartphones wonder tablets apps and social media for virtual networking You re competing in a new world of work out there If your job search is treading water or even drowning there s a better way Make a splash Engage hiring authorities through a communications centered campaign with smart content 101 Great Answers to the Toughest Job Search Problems Ollie Stevenson,1995 Each section starts with a story from which a problem quickly

emerges Stevenson then offers detailed specific advice on all the variations of that problem often illustrated with more examples The result is a practical hands on comprehensive job search manual Ultimate Job Search Lynn

Williams,2012-02-03 Starting work or changing jobs can be one of life s most stressful experiences and with today s crowded job market it is more of a challenge than ever A one stop shop for all job hunters Ultimate Job Search takes the stress out of job hunting and provides advice on all stages from preparing a powerful CV sample cover letters and emails making a great impression at interviews to dealing with offers and rejections The breadth of detail is exhaustive and with real life comments from employers and recruitment professionals Ultimate Job Search will be invaluable to anyone looking for a new job at any stage of their career **KJV Life Application Study Bible, Third Edition** Tyndale,2021-10-01 Trusted and treasured by

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the full text of the revered King James Version of the Bible The words of Jesus are in red Features Now more than 10 000 notes and features Over 100 Life Application profiles of key Bible people Refreshed design with a second color for visual clarity Introductions and overviews for each book of the Bible More than 500 maps charts placed for quick reference Dictionary concordance 16 pages of full color maps Christian Worker s Resource KJV Life Application Study Bible, Third Edition (Leatherlike, Peony Lavender, Red Letter) Tyndale, 2023-03-07 Trusted and treasured by millions of readers over 30 years the Life Application Study Bible Third Edition is today s 1 bestselling study Bible Perhaps the most complete single volume Bible ever compiled this study Bible helps readers of all ages understand the language of the Bible and gives advice on how to apply its teachings to the ups and downs of everyday life It has been thoroughly updated and expanded offering even more relevant insights With a fresh two color interior design and updated study notes and features this Bible will help you understand God s Word better than ever It answers the real life questions that you have and provides you with practical yet powerful ways to apply the Bible to your everyday life This edition includes the full text of the revered King James Version of the Bible The words of Jesus are in red Features Now more than 10 000 notes and features Over 100 Life Application profiles of key Bible people Refreshed design with a second color for visual clarity Introductions and overviews for each book of the Bible More than 500 maps charts placed for quick reference Dictionary concordance 16 pages of full color maps Christian Worker s Resource

The Top Books of the Year Good Answers For Job Applications The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels enthraling the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the engaging narratives that have captivated audiences this year. Good Answers For Job Applications :

Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed.

Good Answers For Job Applications : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery.

Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered.

The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts.

The Secret History is a exceptional and gripping novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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