

- A ccount for gaps in Employment
- S tate qualifications with grades and dates
- C lear examples of how skills and experience match the role
- E nsure employment dates are correct
- N ot all experience is work based i.e. it can be personal/ voluntary
- T wo referees minimum required
- T ake another look at your application before you submit it
- I nform referees that they may be contacted
- P repare your answers
- S pellings/ grammar check