

Getting an Interview – Submit a WOW Application!

Hurray, you have successfully spotted your dream job at Torbay Pharmaceuticals (TP to our friends) and now it's time to apply.

Your Application (or CV if that's what we asked for) is your passport to getting that interview, so go for it, this is your chance to sell yourself and WOW us!

Getting the basics right

Some things in an application are simply a 'given' and you need to ensure you cover this in any application:

- Ensure you highlight your Essential Qualifications and Job Experience where this matches what is stated in the person specification
- Use the 'back page' of the application form to succinctly cross off the Qualifications, Experience, and Knowledge required for the role. Use bullet points to make it easy for us to match you to our specification and put you on the 'Yes' list!

Show us what a STAR you are!

So how do you demonstrate that you have the 'Skills' we are looking for? Well of course anyone can SAY they have the required skills, but it's so much better if you can demonstrate this with examples. Use the STAR technique (yes, the same one used to answer questions in an Interview).

Think about each of the key skills and experience required for the job and then tailor your application by showing us how you match it. Tell us:

The Situation – describe a situation you were in relevant to the skill or experience you are matching it to

Task – tell us what the task was and what was the goal

Action – describe what you actually did

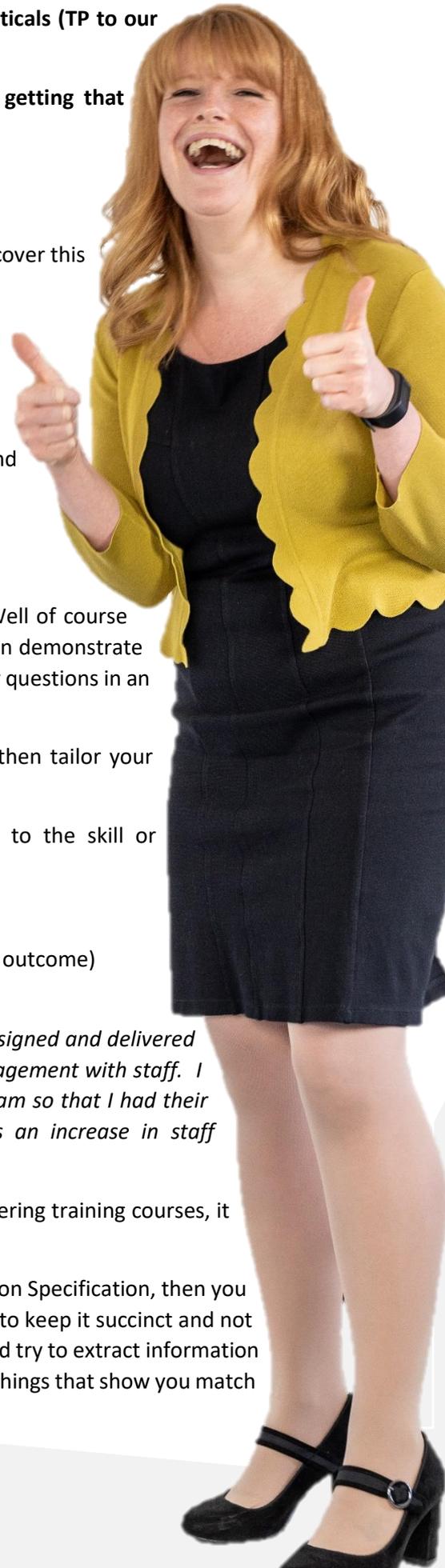
Result - explain what happened as a result of your actions (the outcome)

For example:

- *I have experience of delivering impactful training sessions and have designed and delivered them for managers within the business where there was a lack of engagement with staff. I designed the programme collaboratively with the senior leadership team so that I had their buy-in and I delivered the course to 20 managers. The result was an increase in staff satisfaction in our next survey*

As you can see, this example not only shows experience of designing and delivering training courses, it also demonstrates collaboration, communication, and successful outcomes.

If you can give us some examples that cover several of the key skills in our Person Specification, then you will be giving yourself the best chance of getting an interview. But, remember to keep it succinct and not to 'waffle' on. Save all the details for your interview, no one is going to read and try to extract information from a long and wordy application. Make it easy for us and only tell us the key things that show you match our specification.



Sell Yourself

Remember that the job of the application is to get that interview; this is your chance to sell yourself. So:

- Be Positive and enthusiastic about the role, after all we love working here and we want others who will feel the same way!
- Tell us why you want the job and why we should give it to you (but keep it short if you can)
- Tell us what your strengths are and some of your key achievements. What are you most proud of?
- Shout out about what you know you can bring to TP and to the role; don't hide your light under a bushel
- Be creative if you want to be, we like surprises and it's a good way to stand out from all the other applicants

And Lastly, show that you have thought about us, what we do and what matters to us, let us see that you would be a great asset to the TP Team.

Good luck!

We'd love
for you to be
part of our
fantastic
team...

I'd like to
tell you about
my best
me...