

# What Makes a Good Job Application?

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# Overview

- 5 tips for putting together an effective application
- 5 tips for crafting a good CV
- What to avoid

# 5 tips for putting together an effective application

1. Research the company
2. Write a good covering letter
3. Ensure that you are able to supply good reliable references
4. Give employers every chance of contacting you
5. Make sure you give full consideration to location, working hours and patterns

## 5 tips for crafting a good CV

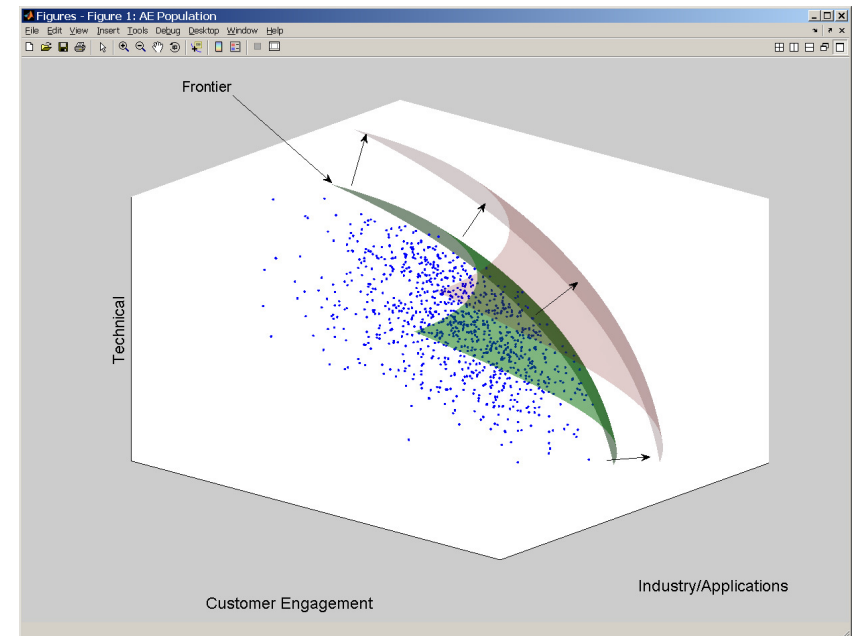
1. Match your CV to the job specification
2. Keep it free from unnecessary details
3. Keep it free from spelling/grammatical errors
4. Check your personal details
5. Keep it simple, uncluttered and in an easy-to-read font (on plain white A4 paper)

## 5 Tips what to avoid

1. Lengthy prose style CVs
2. Incompletely or inaccurately addressed CVs
3. Embellishing your CV
4. Submitting applications with non professional contact points
5. Bombarding employers with applications

# What specific skills do I look for when hiring?

- ‘Geeks who can speak’
- Enthusiasm for the role
- Technically strong
  - Strong academics
  - Programming skills
  - Use of The MathWorks software
- Interpersonal skills
  - Ability to interact with customers
  - Written skills



# Sample Cover Letter

Dear Ms Newton,

As a user of MathWorks products for many years, I am constantly impressed by the strength of your software, training and services.

I am currently seeking a challenging position in which I can develop my statistical and programming skills, and would be fascinated to apply them in the varied and stimulating environment that MathWorks offers. With this in mind, I would like to demonstrate the attributes I have to offer that I feel would be of value to your organisation, highlighting the following:

- Five years' expert experience in statistical modelling, with a record of success in extracting valuable knowledge from a wide variety of data sources
- Excellent problem-solving skills, and the ability to organise and prioritise work to meet team deadlines
- Experience of developing and implementing IT solutions, with strong Matlab programming record
- Knowledge of the organisation and requirements of the pharmaceutical and biotechnology industries

Please find enclosed a copy of my CV. I would welcome the opportunity of meeting with you to discuss my experience further.

Yours sincerely,