

Application guidance

1. Applying for a position

- a) To be considered for a position at The Wallich you must **register an account** on our [Careers Portal](#) under the 'new user' area. From here, you can also sign up to job alerts for categories and locations; it will let you know you when relevant vacancies arise.
- b) You can then search through our current vacancies and begin the application process. The first page will involve a **questionnaire**. Please take care selecting your answers for these as the system will not allow you to continue if the wrong selection is made. Following this, please complete all further sections.
- c) Please attach a **CV and cover letter** in a Word or PDF format and submit when you are happy with the information included. Make sure to cover the job's 'Essential criteria'. You will have the opportunity to preview and save your application at any point and go back to it ahead of the deadline to complete if needed.

2. How to structure your CV

Not knowing how to structure a CV is one of the most common problems jobseekers face, so here's a simple structure to help you below.

CVs should be tailored to each role you apply for, but to save time first create a general CV which can be easily adapted for each employer, based on the job description. Your CV should always include the following:

Contact details: Include full name and use the phone number and email address that you use most often. Otherwise, you could miss out on the opportunity by failing to respond to their invitation to an interview.

Personal summary: The first section after your contact details is a summary of your experience and includes specific experience in relation to the job ad (not general info).

Skills: Include a skills section to capture the reader's attention. Use a brief bulleted list of the skills and key strengths relevant to the role; e.g. software packages you understand.

Experience: Include your work history and any relevant volunteer or work experience placements. Talk about business or project successes and showcase your skills and experience.

Work for The Wallich

Other considerations

- Work backwards from your most recent job.
- Try not leave any gaps (if you travelled or had a 'Career break', say so)
- If you are a graduate without much experience, highlight the relevant skills that you gained in your course.
- List your qualifications from the highest achievement, listing the institution, course name and grade.
- Include any training courses or professional / industry standard qualifications.
- Include any memberships to chartered institutes or relevant organisations.

3. How to write a cover letter

What is a cover letter?

A cover letter is a document sent alongside your CV when applying for jobs. It acts as a personal introduction and helps to sell your application.

A cover letter lets you explain to an employer why you are the best candidate for the job. You should highlight relevant skills and experience.

Always write your cover letter with the position you are applying for in mind and make reference to the job description.

Cover letters should complement your CV - but not duplicate it. The consensus among recruiters when it comes to the length of these documents is the shorter the better. Typically, three to five short paragraphs. Cover letters should not exceed an A4 page.

Applications should always include a cover letter unless the job advert instructs you differently.

How to write a cover letter

Before writing your cover letter, it is important that you do your research. While reading the job description thoroughly is essential, it is often not enough. To help you craft a successful cover letter, look up:

- the organisation and its culture
- the industry it operates in and any relevant news
- company competitors and market position
- the organisation's goals over the next five years
- who could be reading your cover letter

When writing your cover letter, keep it brief. Emphasise your suitability for the job.

It can be broken down into the following sections:

Work for The Wallich

- **First paragraph** - The opening statement should set out why you are writing the letter. Begin by stating the position you are applying for, where you saw it advertised and when you are available to start.
- **Second paragraph** - Highlight relevant experience and demonstrate how your skills match the specific requirements of the job description. Summarise any additional strengths and explain how these could benefit the organisation.
- **Third paragraph** - Cover why you are suitable for the job, what attracted you to this type of work, why you are interested in working for the company and what you can offer the organisation. This is a good opportunity to show off your knowledge of the company.
- **Last paragraph** - Use the closing paragraph to round up your letter. Reiterate your interest in the role and indicate your desire for a personal interview. Now is the time to mention any unavailable dates.

4. What are the next steps?

Following the closing date, your application will be sent to the relevant recruiting managers who will complete the shortlisting.

Your application will be scored on the evidence you used to meet the criteria in the job description.

You should be notified via email of the outcome of this shortlisting process within 48 hours of the closing date.

If you have any questions in the meantime, please direct these to: recruitment@thewallich.net