**How to write a supporting statement**

A supporting statement is the evidence a manager uses to short list you for the job you’re applying for. It is a chance for you to write about your skills and experiences and how you would be suited to the role.  The statement is likely to be the first impression the manager and organisation have of you so it’s important you take the time to write it.

We can help you understand what managers are looking for, and more importantly, how to lay out your answers in a way that will make it clear to the manager which criteria you are writing about.

**Prepare**

Preparation is key and getting everything, you need before you start to write your statement will make all the difference.

First draft your supporting statement in a word document and review it before you submit it. You will be asked to expand on your supporting statement if you get an interview.

After you have finished writing your supporting statement, read it back carefully. Then read it for a second time, aloud. You might feel a bit silly but it’s easier to identify any mistakes when you read it out loud. It’s important to make sure your spelling and grammar are correct, try to get someone else to read over it before submitting it. Once you're happy with what you've written, you can then submit it.

Things to remember:

* In the job description there are criteria which you will need to demonstrate that you meet in order to be considered for the job. Make sure that you have demonstrated you can meet these criteria under the headings of Knowledge, Skills & Abilities and Experience in order to be shortlisted for an interview.
* Lay your answers out in the same order as the criteria. This will make it easier for managers to find your answers.
* Write in short paragraphs to avoid a wall of text. Choose a clear font such as Arial, to make sure that your statement is easy to read.

**Using the STAR model**

When you are writing your supporting statement, you need to make sure there’s some structure to your answers. The STAR model is a great way to structure your examples.

* Situation
* Task
* Action
* Result

It’s important to follow the layout of the essential criteria, making sure you don’t miss anything out. It also helps us as employers evaluate the skills, qualities and experiences you have that would help you fit with the job or company.

**Put it into practice**

Let’s start writing it down! Once you’ve mastered the research and preparation it’s all about putting it into practice and writing it down. Think of it like a set of cogs, if you miss one out, they won’t work together!

**Use real-life examples**

These help to show a manager what you can do and explains why you’re ideal for the role. Instead of ‘I have strong leadership skills’, talk about a project you worked on or a process you implemented.

**Honesty**

Always be honest in your application form about previous employment, experience, and your role. You may get asked questions about your statement during an interview.

**Be clear and concise with your answers**

Don’t make managers hunt for clues and piece together your story. Use the supporting statement to your advantage to show your skills and qualities.

**If you don’t meet the essential criteria.**

It can be tempting to not write about these and hope no-one notices, be positive by acknowledging them and use an example that gives the employer confidence that you can pick up new skills quickly.