



## Hints and Tips for a Successful Application

We understand that feedback on your application can be helpful, unfortunately due to the volume of applications we receive we are not able to give bespoke feedback on individual submissions. However, this flyer provides some general guidance on how to enhance your application to ensure you give yourself the best chance of securing the right position.

- Thoroughly read the job description, and ensure you meet the requirements of the role before applying. Consider whether you meet the “Essential Criteria” or “Desirable Criteria” of any role before applying. Successful candidates will meet most or all of the Criteria outlined in the job posting
- Include a covering letter which outlines how your experience matches the job criteria, and illustrate your interest in Mott MacDonald. Researching the Mott MacDonald website is a great place to start: [www.mottmac.com](http://www.mottmac.com)
- Your CV should reflect how you meet the essential criteria for the role so that the reviewer is in no doubt
- Ensure there are no errors in your CV or Covering Letter. It can be useful to get someone to review your application before submitting
- Remember that we will ask you further questions based on your application at the interview stage, so print off a copy to refer to
- The ideal CV length is 2 to 3 pages
- Include reasons for moving roles in your CV, and explain any gaps on your CV
- Use professional English in your CV and covering letter, do not use text speak or ‘chatty’ language
- Fill out all fields within the application process. By filling out every field you are not just giving information that could make you stand out from the competition, but also demonstrating your interest and desire for the job
- If there are any questions in the application form read all the questions carefully and answer all of them fully
- Review all the information you have included in your application before submitting. Before hitting the submit button, take a final glance at the content you have provided
- Be smart with managing your links with us. You can register for email alerts on the Mott MacDonald website, so whenever a new job that matches your criteria is opened you will receive notification
- You can also keep up-to-date with our latest jobs and news items by following us on LinkedIn 