



Writing a Supporting statement for your application

This document has been created to provide you with guidance and examples on how to complete the supporting statement section of your application process.

What is a Supporting Statement?

A supporting statement is an opportunity for an applicant to demonstrate their suitability for the job role to the recruitment panel. It is vital to write a statement that reflects you professionally – your unique skills, background, experience, qualifications (if applicable), values and motivations for applying for the job role.

Why is the Supporting Statement vital for the selection process?

A supporting statement is used by the hiring managers to determine how well an applicant has demonstrated their suitability for the job role.

Your supporting statement is essentially an extension of yourself as it reflects your personal-professional brand, and it is likely to be the first impression the hiring panel receives of you.

You can see your supporting statement as a complement to your CV, giving you the opportunity to expand on your experience by demonstrating clear examples that prove your expertise relative to the core competencies required for the role.

To demonstrate how your skills, experience and knowledge make you suitable for the role, we suggest that you provide specific examples in accordance with the person specifications listed in the job description. We value transferrable skills, so if you do not have experience in the role that you are applying for, we encourage that you provide examples that can meet the requirements from other areas of your working, volunteering or personal life.

How to write a Supporting Statement that stands out?

Explore: It is advisable to spend some time going through the job description in detail which is provided with the job advert. Reflect on the requirements and responsibilities outlined and how you can genuinely demonstrate that you and your expertise are the solution to the needs of this role.

Begin: When starting to write your supporting statement it is advised to start by introducing yourself and sharing a short person professional summary that impactfully and concisely outlines your experience. Focus on the common points of your experience relative to the job and highlight your expertise.

Outline: what motivates you personally to apply for this position with us? Your motivation for applying for the role shall align with your primary skills, expertise, attributes and career plans, all of which are critical to the success of the deliverables of this job role. Express your motivation for applying for the role, and state why you would like to work at Spear.

Present your skills: It is recommended to address each point listed in the essential requirement criteria section of the job description and demonstrate your relevant experience along with addressing your alignment with the values of Spear.

By evidencing specific tasks, you completed relative to each criterion, and sharing concrete examples and measurable achievements, you will demonstrate that you possess the experience and skills required for this role.

TIPS!

- *Address each point requested.*
- *Be specific, concise, and give clear examples.*
- *Describe your responsibility, and how you completed the duty/task/project.*
- *Focus on what you personally did, rather than what your team or manager did.*

Where applicable you may also wish to highlight the outcomes your team/project delivered, while emphasising your personal work and contribution.

Close: Closing your supporting statement will be unique to you and your personal and professional style.

If you are transitioning from another career into this role you may wish to consider ending your statement with a clear intention which communicates what exactly you're looking for in this job role.

Good Luck with your Application.