



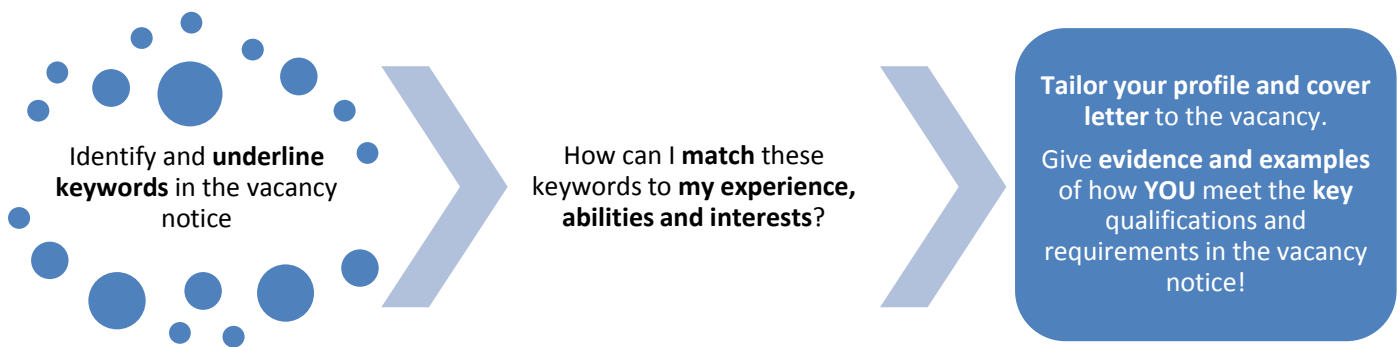
Quick tips for job applications: Put your best foot forward!

Should I apply?

When considering applying to a job vacancy, it is important to objectively ask yourself the following questions:

- ✓ Do I have the required years of experience, languages, technical skills and competencies?
- ✓ Is now the right time for me to apply, taking into account my professional and personal situation?
- ✓ What interests me concretely about this job?
- ✓ Do I have a thorough understanding of what the job entails?

How can I make my application stand out?



Quick tips

Only electronic applications are accepted for vacancies (see link below). It is a good idea to **review and update** your Candidate Profile before each application to a vacancy. Be sure to fully complete all sections of the profile.

In the **employment history**, concisely explain **duties** from current and past jobs in order of **relevance**. Provide **concrete examples** of **achievements**, and how you made an impact individually or as a member of a team, such as:

Duty - *“Develop and seek funding for technical cooperation projects in the region”*

Achievement - *“Acquired \$400,000 in funding from two new donors to carry out 3 projects...”*

Do not oversell nor underestimate your **language** skills.

The most common reason candidates are **screened** out is for not meeting the **minimum requirements**. Be sure you fulfil the requirements before applying, and provide clear evidence.

The ILO Jobs application requires 2+ hours to complete so **plan ahead and avoid last minute submission**.

Think quality not quantity: apply to a few vacancies that match well with your background.

[ILO Jobs home](#)

What is the recruiting manager looking for?

- Is the candidate's experience appropriate; is anything missing?
- Is the length of work experience sufficient and at the right level?
- Is there a solid record of achievement?
- How does this candidate compare with the others?