

Top Tips for Completing Your Dietetic Job Application

Give yourself the best chance of securing an interview by following these simple tips.

1 Read the Application Pack Thoroughly



Before you start, carefully review all parts of the application pack, including the job description, person specification and application form.

2 Address Every Essential Criteria



The shortlisting panel can only assess what you include in your application. Clearly demonstrate how you meet each **essential criteria** using relevant examples from work, placements, education or volunteering.

3 Find Out More About the Role



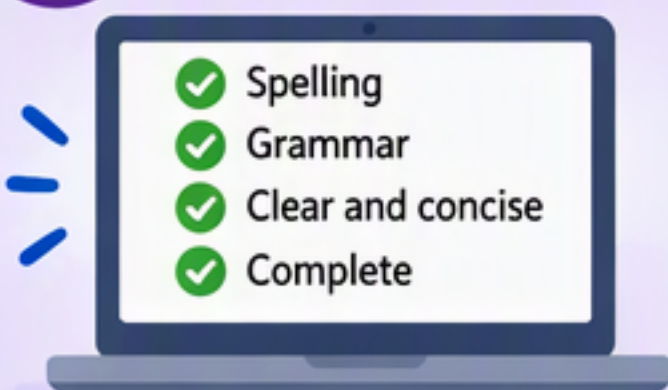
Contact the named person in the advert and, if possible, visit the department. Find out as much as you can about the team and service. This can help you tailor your application and show genuine interest in the post.

4 Use Clear, Professional Language



Avoid unnecessary abbreviations. When using an abbreviation, write the full term first before shortening it.

5 Check Before you Submit



Use spelling and grammar tools, then proofread your application carefully. A well-presented application helps create a positive impression.

6 Get a Second Opinion



Ask a friend, family member, colleague, lecturer or placement educator to review your application before submission. Fresh eyes can help spot areas for improvement.

7 Choose Referees Carefully



Select referees who know your work well and always ask for their permission before including their details. Your current or most recent employer, university lecturer or placement educator are often good choices.

Dietitian's Recipe for Application Success



1 scoop of preparation

2 tablespoons of evidence

A pinch of proofreading

A dash of confidence

Plenty of enthusiasm

Mix together for success!

Remember:

The shortlisting panel can only score the information you include in your application. Don't assume they know about your skills, experience or achievements unless you tell them!

You've got this!

Ready to apply?

Show us your passion for dietetics and let your experience shine!

