

Writing a Supporting Statement

A supporting statement allows you to provide evidence about your experience matched to the requirements of the role. Please use the tips below to help you write a good supporting statement.

Tip 1:

Group together the areas of the person specification and begin to write down specific examples to show how you meet each area.

Tip 2:

- Do ensure you provide specific and concise examples related to the role you are applying for
- Use a range of examples throughout the supporting statement
- Try and connect the accountabilities to the skills you are evidencing
- Use headings used in person specification to make it easier to read
- Remember you are aiming to get an interview – so be helpful to the reader. Be clear about how you meet the requirements of the job
- Follow the instructions provided in the application guidance and do not ignore the word count

Tip 3:

When you have completed your statement, use the below prompts to help you review your application:

- What experience does the example show I have?
- What skills does this paragraph show I have?
- Have I shown the process I followed; the actions I carried out, what my role was and who I interacted with?
- Have I included the outcome, the difference I made or any lessons learned?
- You can use the STAR acronym to help you refine your written responses

Please refer to our [Interview Skills and Tips handout](#) available for you to download on our Resources page.

Tip 4:

- Ask a trusted friend to proof read your statement and give you feedback.

To Your Success!