

Use of Artificial Intelligence (AI) when writing job applications

While AI can help streamline the writing process, these tools cannot fully grasp the context or requirements of the job you are applying for, nor can they accurately reflect your skills, knowledge, experience, and values.

If you choose to use AI or other tools to assist in writing your application, it is essential to personalise this information, particularly your supporting statement. Relying solely on AI to write your application or supporting statement can negatively impact your chances of success.

AI responses

- Can lack relevance and fail to address the key criteria outlined in the job description and person specification.
- Appear as generic and fail to distinguish you from other applicants.
- Can be ambiguous or open to misinterpretation. Without careful review and editing, the supporting statement could convey messages that are unclear or misconstrued by hiring managers.
- Can include qualifications, skills, knowledge, or experience that you do not possess, potentially leading to misrepresentation.

Supporting Statement

The supporting statement is an opportunity for you to showcase how your qualifications, knowledge, skills, and experience align with the requirements and criteria outlined in the job description and person specification.

Appointing managers review and score applications based on the criteria listed in the person specification. Managers will be looking for evidence of how you meet these criteria.

To increase your chances of securing an interview, provide examples of how your skills, knowledge and experience meet the criteria on the person specification. Share successes and challenges you have experienced that align with the criteria, these could be from various aspects of your life, including work, education, and personal life.

Consider structuring your statement with clear headings or bullet points. This approach will help both you and the recruiting manager navigate through your application more effectively.