



**PLUME ACADEMY**  
**Student Leader 2023/24**  
**Application Support & Guidance**

**1. Review the job description**

Review the job description and take note of keywords and phrases that are included. For instance, many requirements included in the job descriptions can be keywords to use when describing your experience in your supporting statement. This ensures you show exactly how your skills and experience fulfil the role expectations.

**2. Include relevant skills and qualifications**

After reviewing the job description, use your statement to highlight how your skills and qualifications fulfil the specific requirements. Use keywords and phrases from the job details to describe your experience.

**3. Give examples of your success**

Consider one or two examples of how you succeeded in past roles. Examples that demonstrate your experience and skills that relate directly to the job can give better insight into how you can achieve similar success. When highlighting achievements, be sure to consider examples that show organisational, interpersonal and teamwork skills, along with your ability to communicate effectively.