

## **How to match yourself against the person specification (with work examples)**

When applying for a role, the person specification explains what we are looking for. Your job is to show how you already meet these requirements, using clear examples from your work, education, or voluntary experience.

### **1. Go through the person specification line by line**

Read each criterion carefully and treat it like a question you need to answer.

For each point, ask yourself:

- Where have I demonstrated this skill, knowledge, or behaviour?
- What did I personally do?
- What was the outcome or impact?

Do not assume the panel will “see it” in your CV — you need to make the connection explicit.

### **2. Use specific work examples**

For every essential criterion (and as many desirable ones as possible), include a short, relevant example. Good examples are:

- Recent
- Directly related to the requirement
- Focused on your own actions (use “I”, not “we”, unless explaining your role in a team)

You can draw examples from:

- Paid employment
- Internships or placements
- Voluntary work
- Education or training
- Projects, secondments, or acting-up roles

### **3. Structure your examples clearly**

A simple structure helps the reader quickly see how you meet the criterion. You can use:

Situation – Action – Result (SAR)

- Situation: Brief context
- Action: What you did
- Result: What happened as a result

#### **Example**

Criterion: Ability to communicate effectively with a range of stakeholders

In my role as an administrative officer, I regularly communicated with internal staff, external partners, and service users. I explained complex procedures in plain language, responded to enquiries by phone and email, and adapted my approach depending on the audience. As a result, response times improved and complaints relating to miscommunication reduced.

### **4. Match the language of the person specification**

Where appropriate, reuse key words and phrases from the person specification — but only if they genuinely apply to your experience.

For example, if it says:

- “ability to prioritise a busy workload”
- “attention to detail”
- “working collaboratively”

Make sure those exact ideas are clearly demonstrated in your example.

### **5. Show evidence, not just statements**

Avoid unsupported claims such as:

- “I have excellent communication skills”
- “I work well under pressure”

Instead, prove it with an example that shows how you demonstrated that skill in practice.

## **6. Be concise but complete**

You do not need long paragraphs. Aim for:

- Clear
- Focused
- Directly relevant to the criterion

If a criterion has multiple parts, make sure you address all of them.

## **7. Check your answers before submitting**

Before submitting your application, check:

- Have I addressed every essential criterion?
- Does each point include a clear example?
- Is it obvious how my experience matches the requirement?

If someone unfamiliar with your work read it, they should be able to clearly see why you meet the person specification.

Good luck with your application – you've got this!