YOUR GUIDE TO OPTIMISING YOUR UN JOB APPLICATION

CTG

Committed to Good

CTG's Career Guides offer tips and assistance with your job application process, created by our leading recruitment experts who have been placing humanitarian staff since 2006.

EMPLOY THESE BEST PRACTICES AND INCREASE YOUR CHANCES OF LANDING A UN JOB BY OPTIMISING YOUR APPLICATION:

5 THINGS CANDIDATES SHOULD DO TO STAND OUT WITH THEIR JOB APPLICATION:

1. A well-written CV is a must: avoid spelling mistakes or bad grammar. If you can, get someone to proofread your CV before sending it through.
2. Only include key information related to your experience and skills for the job being advertised.
3. Exclude information which makes your CV unnecessarily long, such as height, weight, religion, skin colour, and other irrelevant personal information.
4. Use bullet points instead of long paragraphs of text.
5. Make sure the formatting of your CV is simple and easy read.
6. Include a maximum of 2 direct line managers as references (with up-to-date contact details).

HOW TO OPTIMISE YOUR APPLICATION TO THE SPECIFIC JOB ADVERTISEMENT:

- Only apply for roles that closely match your experience.
- Make sure you have addressed any essential qualifications, requirements, and competencies of the job in your CV (NB do not copy/paste specs from the ad).
- Follow 'How to apply' instructions.
- Include keywords and technical terminology related to the job in your application.

INSIDE TIPS FROM CTG RECRUITERS FOR JOB APPLICANTS:

- Relevant experience matching the Terms of Reference (TOR) is essential. If you don't have that your CV will not be considered.
- Don't forget to insert your contact details; we see a lot of smart candidates upload their CVs without any contact information.

3 THINGS YOU SHOULD DO ON TAYO, CTG'S HR PLATFORM, TO BE MORE EFFECTIVE WITH YOUR CTG JOB APPLICATION:

1. Make sure your candidate profile is 100% complete; this includes information related to education, experience, references, and contact details.
2. Upload all key documents such as your CV, qualifications and certificates, passport, and other documents to your candidate profile.
3. Try to complete the compulsory CTG Onboarding Pass on CTG Learning as early as you can.

Now that you've been through CTG's Optimising Your Job Application Guide, you're better equipped to apply for a UN job. Visit our Jobs page, under the Work With Us section on our website, to apply for CTG roles. For more tips and insights from our team, visit our Resources page on our website.