

Tips for Writing a Great Job Application for The Howard Partnership Trust

Applying for a job at THPT?
Here are some simple tips to help your application stand out:

1. Do Your Homework

Take a bit of time to understand THPT's values and mission. They focus on **integrity, aspiration, resilience, advocacy, compassion and partnership** so think about how your experience aligns.

2. Tailor Your Application

Don't just copy-paste from old applications. Highlight how **your skills and experiences** match the specific role you're applying for. Use the job description as a checklist - make sure you tick those boxes!

3. Show Your Passion

THPT loves people who care about **making a difference in education**. Let that passion shine through. Mention any moments where you've gone the extra mile to help students, colleagues, or the community.

4. Keep It Clear and Concise

Make your application easy to read. Use bullet points to break up text and stick to **relevant** information.

5. Proofread

Typos and grammar errors can distract from your experience. Give your application a quick proofread (or ask a friend to check it over) before hitting send, and make sure you have completed the application form in full.

6. Be Yourself

Let your personality come through when writing your personal statement. THPT is about people, not just paperwork so make the most of the opportunity to use this space to tell us all about you and your approach.

