

Guide to Completing the Student Ambassador Application

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Top Tips

- ✓ **Job specific questions:** These questions will require you to write a detailed answer using examples.
- ✓ **Plan:** Write your answers in a separate application like Microsoft Word before pasting it into the application form – this will allow you time to write your answers as well as proof read.
- ✓ **Examples:** Always back up your statements/information with examples. Examples can be from previous work experience; course placements; group work; societies; activities; school.
- ✓ **Structure:** Use the STAR technique (outlined below) to help you structure your answer.
- ✓ **Quality over quantity:** You don't have to write an essay for each answer. Just remember to back up your statements with examples.
- ✓ **Never assume:** The person reading your application won't know your capabilities and experience.
- ✓ **Answer the questions:** Make sure you answer the job specific questions – this is how we score applications. Use the job specific questions to sell yourself.
- ✓ **Proof read:** Check your spelling and grammar. Think about asking a friend or family member to proof read your application too.

STAR Method

To help write concise answers, consider using the STAR method:

S – Situation – Describe the event or situation you were in

T – Task – Explain the task you had to complete

A – Action – Describe the specific actions you took to complete the task

R – Result – Discuss the result/outcome of your effort

[CLICK: Further information about the STAR method.](#)

Examples:

How to answer the application questions

Below are bad – good – excellent examples on how to complete the questions in the application form.

You can use experiences from any stage of life to support how you meet criteria - e.g. school football team/society/debating team/work experience/volunteering etc.

Example Question) 'Give an example of a time you have built strong working relationships'

- **Bad Answer** – 'I have the ability to build strong working relationships'
 - This answer does not provide any detail or examples for staff to understand how you meet this criterion.
- **Good Answer** - From being a member of the scouts I have regularly taken part in team activities where building good relationships is vital to successful outcomes. An example of this was when we had an orienteering day where we joined up with another scout group. I took the lead in organising an ice breaker activity, so we could all get to know each other.
 - This answer provides an example and draws on past experiences. It describes a situation and an action.
- **Excellent Answer** - From being a member of the scouts I have regularly taken part in team activities where building good relationships with a range of different people within and outside the club is vital to successful outcomes. An example of this was when we had an orienteering day where we joined up with another scout group. I took the lead in organising an ice breaker activity, so we could all get to know each other. This meant that when we were split into smaller groups to undertake the orienteering exercise, we all felt comfortable working with each other.
 - This answer provides a full example as it describes a situation, action and an outcome.