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Good answer to job application



Cover Letter: HR Advisor

<Enter the date>

<Enter your full address>

Dear <Enter name of person receiving application>,

Application for the role of HR Advisor

I would like to apply for the role of HR Advisor which you have advertised in (which publication and where).

I have been working in a generalist HR role for over 3 years now and I am seeking a new challenging role utilising the skills I have already learnt but in keeping with a HR Generalist role. I have an excellent track record in providing support to my Managers and ensuring they are prepared for any situation they find themselves in with their staff.

I like to keep ahead of the latest news in HR and spend a lot of time updating and looking at documentation to ensure that we are always up to date at all times.

As well as supporting my Managers, I like to have an open door policy to ensure that all employees can ask me questions or queries should they need some advice.

Please find enclosed my CV which details my experiences. If you have any further questions, please do not hesitate to contact me and I will be happy to answer any questions that you have.

Thank you for taking the time to read my letter and CV and I look forward to hearing from you.

Yours sincerely

<Enter name >



How to answer why you are right for this job. What to say to job applicants. Good answer to put on application for leaving a job.

You'll feel a whole lot calmer and less stressed. Employers know that salary is a factor, but you need to show the interviewer you enjoy your work for reasons beyond the paycheck. If you know someone who works for the company, find out if he or she knows what the company currently pays people in similar positions. I applied for this position because after reading the job description, it seems like a great opportunity to continue building digital marketing skills - like social media marketing, Facebook advertising. The size or type of company (for example a start-up). You'll see why in the next step.2. Tell them something you noticed about THEIR job that you likedAfter you show them you're targeting specific things in your job search, talk about what caught your interest.You could mention details you saw on the job description, on the company website, etc. If an interviewer asks how much you want to make working for the company, respond with a range based on your research. Don't be afraid to say you want to know more about the job before getting into a salary discussion. And since I've already spent 3 years managing 7-figure client projects and leading a team of five people in my most recent company, I'm confident that I could get up to speed very quickly and start contributing results for you in this role."Answer Example #3"Right now, I'm looking for more leadership, since I've been in my current position for 4 years managing projects across our department. Unfortunately, you can't avoid it talking about it, but you can easily learn the right ways to approach the subject during your interview. Allow the Interviewer to Bring It Up Another way to avoid awkward money talk is to allow the interviewer to bring the topic up first. Keep it focused on their needs and your career growth (try to balance both). Every interviewer has a different style. Remember, they want to hire someone who wants THEIR job, not just any job.And you're showing them that you're targeting specific things in your job search. This shows that you care about your career, which they'll love. I saw on your job description that this person you hire will manage 4-5 projects, and will also have the chance to train a team of their own in the future and get into direct management. Here's what not to do...Don'ts:Don't make it seem like you don't care what type of job you getNever make it seem like you applied for every position out there, without reading or learning about the positionDon't make it seem like you don't know anything about their company. You may go into an interview thinking you deserve a particular amount but end up quoting a lower range because you feel intimidated by the requirements or responsibilities. If you're the one who has to introduce the topic, don't do it in a way that makes it sound like money is your motivating factor for working there. You can see this in the example above.This is one of my favorite strategies to recommend because it turns the interview into a back-and-forth conversation and helps you build rapport with the hiring manager. Benefits of ending your answer with a question for the interviewer/hiring manager:The hiring manager will start to see you as a colleague and someone they can picture themselves working withThey'll respect you more.You'll seem like a more in-demand candidate because you're asking great questions and evaluating them, not just trying to get the first job you're offeredIt'll make the whole interview more conversational and less like an interrogation. If the interviewer asks how much you currently make, you don't want to lie, but if you feel the answer could have a negative impact on the interview or your future earnings, express that honestly but respectfully. Having an idea of how much your skills are worth and what the company typically pays can boost your confidence during the salary discussion. Why? CCO/Tumisu/Pixabay Job interviews are usually stressful. The result? If you're asked about salary expectations before or at the beginning of an interview, it's okay to delay your response. Before the big day, go online and check out sites like the Bureau of Labor Statistics or Glassdoor to find out what key companies pay for similar positions as well as what people in your area typically earn. That's something that excites me a lot, and unfortunately, my company can't offer that right now, so that's a major reason that I wanted to apply for this job in particular. Know What You Want and Be Confident One mistake many job candidates make when discussing salary during an interview is selling themselves short. I think my past experience leading projects would help me contribute immediately in this role. It's a subject that is private and not suitable for "polite" conversation — or so you've always been told — so the topic is guaranteed to make you squirm. Try to avoid this by knowing the job expectations and knowing what you want. It's always best to discuss money at the end of the interview or at a second interview if multiple interviews are necessary. MORE FROM ASKMONEY.COM You're in the interview and they ask you, "why are you applying for this position?"...or "why did you apply for this job?"...Are you prepared with what you want to say?In this article I'm going to reveal:Why employers ask this interview questionHow to answer with 3 proven stepsCostly mistakes you need to avoid when answeringLet's get started...2 Reasons Employers Ask Why You Applied For This JobEmployers ask questions like, "why did you apply for this job?" or "why are you interested in this position?" for 2 big reasons.First, they want to make sure you've done your research and know what their job involves. And second, they want to see if you've thought about your own career and know what you're looking for. Employers don't want to hire a candidate who's applying to every job they can find online. Find out if you're a good fit for each other, and prove that you're the right person for the job. Don't Start with Exact Numbers When you have the actual discussion regarding your potential salary, avoid providing any specific numbers. The best way to avoid awkward discussions about money and salary during your job interview is to go into it prepared. But interviews can become even more awkward when the discussion turns to money. Explain something specific that you're looking for in your job searchThis can be an opportunity for advancement, a chance to continue building your skills in a certain area (like sales, project management, cancer research, Java programming, etc.), a chance to get involved in a new area (like moving from individual contributor to manager), or any number of other things.The key is to have something specific you're targeting, rather than just saying, "I need a job." No employers want to hear that!You can name the industry you want to be working in. Take how much you need to make for daily living expenses into consideration, but don't appear desperate during the discussion. I reviewed the job description and saw an emphasis on team leadership and project management, so it seemed like a great fit. Keep in mind that it's actually illegal for a company to ask how much you currently make in many cities and states. Can you tell me more about what type of leadership role that this position can grow into in the long run?"As another way to stand out in the interview, you can end your answer with a question of your own. Talk about the positives you want to GAIN in your next job, not what you're looking to escape in your current job if you have one. You should never go into an interview without knowing what their company does, how they make money, etc. There are so many things you can talk about here, but you need to have something to demonstrate you've thought about what you want to be doing in your next job.That's the first step to being able to answer, "why did you apply for this position?"And you need to know what you're looking for in your next job. Don't be afraid to ask for more information. If you're not sure what you're looking for, it's okay to say, "I'm not sure, but I'm interested in learning more about your company and the role."Now you know how to answer "Why did you apply for this job?"And many other similar questionsIn fact, you can also use this same 3-step formula to answer "Why do you want this job?"Follow these steps any time an interviewer asks a question about why you wanted to apply for this position, why you were interested in interviewing for their job, etc.If you do this, you'll immediately impress them, and you'll be one step closer to a job offer. It's also important to know how much you're "worth," based on your experience, skills and education, but you shouldn't appear arrogant during the conversation. Ask for the amount you feel you're worth with confidence, and don't be afraid to negotiate. Because it means you're more likely to work hard, put effort into learning, and stay a while (if the job is good!)And finally, you're reminding them how you can help them, rather than just talking about what you want.Let's look at some word-for-word sample answers now...Example Answers to "Why Are You Interested in This Position?"Now that you know the 3 steps to create your own answer, here are some full example answers you could give for questions like, "why are you interested in this job?" "why did you apply for this job?" etc.Answer Example #1"I've been working in digital marketing for 5 years and it's a field I enjoy a lot and want to continue growing in. If you don't know this stuff, you don't deserve the job (and you probably won't get it).Don't tell them you don't know or aren't sureNever give an answer or reason that's about your personal needs... like needing more money, a shorter commute, etc. The type of role. Which means you'll give way better answers.Now, before we wrap up, let's cover a few mistakes and traps to avoid when answering...Avoid These Mistakes When You Answer "Why Did You Apply For This Job?"There are a couple of things you definitely shouldn't do when the interviewer asks why applied for their job. Recap what you've said to show exactly how their job fits what you're looking forThis final step is "tying together" everything you've said so far.You've told them what you're looking for, you've told them why their job seems interesting, so now you just need to conclude by saying something like, "So that's why I applied for this job - it seems like an opportunity to build the specific skills I want to be learning in my career, while working in the industry I'm most interested in."For this final step, you can also consider adding a bit about how your previous experience will help you do well in their job. Using the same example ending above, you could add a sentence to the end and say, "So that's why I applied for this job - it seems like an opportunity to build the specific skills I want to be learning in my career, while working in the industry I'm most interested in. But Don't Make It Your Motivating Factor Again, the best time to discuss money is at the end of the interview, usually after the interviewer brings it up. Then you can confidently bring up salary. They don't know much about sales jobs, but saw the job posting online and quickly applied because they need to find work.Now imagine the next candidate says, "I applied for this position because sales is what I want to be doing in my career, and this position seems like a great sales opportunity."The company is going to hire that second person every time.That's why it's so important to have a great answer for why you're applying for this position and why you're interested in this position....And why it's important to make sure you're ready to answer other questions like:"Why do you want this position?" "What do you know about our company?"The bottom line is: Employers want to hire someone who cares about their career and has thought about

their career path and future. And they don't want to hire somebody who doesn't know much about their particular job or didn't do any research before the interview... because it shows them you either don't know what you're looking for or are desperate and don't care).Now that you know why they ask, let's look at how to answer this interview question....How to Answer "Why Are You Applying For This Position?"Now that we've looked at the reasons employers ask this interview question, let's look at how to give the best answer possible while avoiding traps/mistakes that can cost you the job.There are three steps you should follow when answering, "why are you applying for this position." Here they are:1. Also, since I've been doing this exact type of work for the two previous years in my current job, in this same industry, I'd be able to hit the ground running and start contributing immediately to your team's efforts."That's one of the main things hiring managers look for and love to hear - the ability to succeed quickly in the job by demonstrating past successes or similar past work.Here's why this type of answer will impress the interviewer:You're showing them you understand the job and took some time to research. They want someone who's thought about their career goals and wants a specific type of job (or at least a few different types).Why? Some bring it up right away, while others may ask about your expectations before the interview or not mention it at all. That's it.Never badmouth your previous or current company.

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