

FUF's application tips

Checklist:

1. Have you written about the most important things first and/or used reverse chronological order?
2. Is your application directed to the person who will read it?
3. Are your most important experiences and qualities highlighted?
4. Is a clear and uniform layout used, i.e. same font, headings, dating?
5. Are there contact details on all pages? Preferably in a header/footer.
6. Is your CV a maximum of two pages long?
7. Is there a section on references?
8. Do you have a picture? If so, does it make a serious impression?
9. Is your application in PDF format?
10. Ask someone else to provide feedback on your application before submitting.

Common mistakes...

- Too long applications. Show that you can be concise!
- No examples are given, instead only statements or long lists of characteristics or roles. Always back up your statements with real examples and explain.
- Be truthful. Don't write that you have a degree if you don't have one, then instead write an ongoing bachelor's program in...
- Do your research and be aware of what you're looking for! International IDEA is not Sida, Sida is not a unit of the Ministry of Foreign Affairs, and Sida is also not an organization that you "join".
- Using high-flown language usually sounds silly if you don't get it right. Rather, write "normally" and show genuine interest.
- To stretch the margins so much that not everything is included when the application is printed. This is often done because you want to squeeze in more than is actually possible.

Contact

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