

It's easy to forget the basics so we've collected a few top tips for your application

- Before you apply do your research. We want you to demonstrate that you have researched our company and seriously considered taking the next step in your career with us. Our website is a great place to start: mottmac.com
- We are interested in you demonstrating your passion for working in the field you have applied for. Make sure to mention any relevant projects, work experience or extra-curricular activities.
- Only apply for the sectors you are interested in working in. When we review your application we will expect you to demonstrate knowledge or interest in each of the sectors you have applied for.
- Proofread, check and double check your application – we will be looking at your written English skills including spelling and grammar.
- Take your time. We appreciate that you may be applying to a number of companies but we are only interested in your application to Mott MacDonald. Simple mistakes are easy to make when you're in a rush so please consider your answers before submitting them.
- Be honest. Remember that we will ask you further questions based on your application at the interview stage so print off a copy to refer to.
- Do not cut and paste previous answers. Our questions have been chosen to show you have thought about your career with Mott MacDonald and we will notice if your answer doesn't match our question.
- Answer in the first person when describing past achievements and activities, we want to know what you did, what you were responsible for and what you contributed.
- We do expect you to answer every question so attempt every one and don't leave blanks.
- Be precise and to the point. Even though we are looking for detailed answers we want to be able to take the time to read each application thoroughly and won't be able to do this if every answer is too long. Try to aim for 100-200 words per answer.

Tips for completing our online tests:

- Use the practice tests, available on the SHL website <http://www.cebglobal.com/shldirect/en/practicetests>. This will give you an opportunity to familiarise yourself with the format of the tests, meaning you will feel more relaxed during the real assessment.
- If you require special arrangements to complete the assessments please advise the graduate recruitment team.
- When completing assessments online, read through the instructions carefully and complete all practice and example questions.
- Make sure you sit the tests in a quiet environment, where you can concentrate fully.

Tips for drafting a covering letter:

- Your covering letter should be an opportunity for you to introduce yourself to us. Discuss the sectors you want to apply for and provide concrete examples about how your experience is relevant to these areas of the business.
- Don't rewrite your CV – it should provide the edited highlights from your CV which are most relevant to your application.
- We recommend your letter is 3-4 paragraphs, addressed to the graduate recruitment team.