

Statement of Suitability for GCF applications

An application to GCF and the civil service may feel different to other jobs you are currently applying for. We ask for two documents – your CV and a Statement of Suitability (SOS). There's nothing different about how you should structure your CV compared to applying for a job in the private sector.

A SOS is a short description of how you meet the essential criteria listed in the role. It offers you the opportunity to fill the gaps in your CV and explain how you have the experience to forge a successful career in the Government Commercial Function.

How to structure the statement of suitability

You might find it helpful to list each of the essential skills and competencies as headings and give an example under each, or you may prefer to write it in a letter or essay format. The structure is not important - just make sure that you cover all of the essential competencies asked for in the job description.

It helps to give us real evidence of where you meet the key criteria in the role and one suggestion is to use the CAR approach to tell how what and how you meet this criteria:

- **Context:** what the situation was and what you were trying to achieve
- **Action:** what you did
- **Result:** what the outcome was.

We are looking for evidence that you have previous knowledge of these criteria from your previous responsibilities. It's good to give detail, but your answers don't have to be really long.

Other tips in writing a good Statement include:

- Start simple with a good introduction
- Break it up into sections
- Use real examples to make it effective
- Think about what and how you can evidence the criteria
- Check the document to make it error-free
- Use clear language
- Keep brief and to the point.
- Avoid several phrases and clichés
- Remember to edit your statement every time according to the role you are applying for

Finish your statement:

At the conclusion, you should summarise some of your key skills and you can point out some of the qualities that are truly exceptional for this role.

For further information, please contact,

commercialresourcinghub@cabinetoffice.gov.uk

Best of luck with your application to the Government Commercial Function.