

Supporting Statement Self-Assessment Guide

For MLA, Associate Practitioner, Trainee BMS and Biomedical Scientist applications

Your supporting statement is not just a summary of your experience.

It is where you show how your experience, skills and understanding match the role you are applying for.

Before you submit your NHS application, use this guide to check whether your supporting statement is clear, specific and easy for the person shortlisting your application to score.

1. The Main Question Your Supporting Statement Needs to Answer

Can the person shortlisting your application clearly see how you meet the person specification?

The Job Description tells you what the role involves.

The Person Specification tells you what the employer is looking for in a candidate.

Your supporting statement should connect your experience to the Essential Criteria and, where possible, the Desirable Criteria.

2. A Simple Structure You Can Use

Section 1: Why This Role?

Briefly introduce yourself and explain why you are applying.

Keep this focused. Avoid long life stories.

You can mention:

- Your current stage
- Your interest in the role
- Why this opportunity fits your next step

Section 2: Your Relevant Experience

This is where you provide evidence.

Pull examples from experiences such as:

- Laboratory Placements
- University Laboratory Practicals
- NHS Laboratory Experience
- Private Laboratory Experience
- Final Year Research Project

The goal is not to tell them what qualities you have.

The goal is to show them.

Don't just write:

“I have good attention to detail.”

Show it.

For example:

“In my university practical sessions, I followed written protocols carefully, labelled samples accurately and checked my work before submission. This helped me develop the attention to detail needed in a laboratory environment.”

Section 3: Match the Person Specification

Go through the Essential Criteria and show how you meet them.

For example, if the Person Specification asks for:

- Communication
- Teamwork
- Organisation
- Ability to Follow Procedures
- Understanding of Confidentiality
- Ability to Work Under Pressure

Make sure these appear in your supporting statement with examples.

Do not assume the person shortlisting your application will make the connection for you.

Make it easy for them to score you.

Bonus Tip

Meeting the Desirable Criteria is not required.

However, if you meet some of them, include examples that demonstrate this. Doing so can significantly strengthen your application.

Section 4: Close With Confidence

Finish by briefly summarising why you are a suitable candidate for the role.

Keep it concise and specific to your own experience.

Avoid generic closing statements that could apply to anyone.

3. Use STARR to Avoid Sounding Generic

A strong supporting statement does not just list qualities.

It proves them.

Use STARR when writing examples:

S — Situation: What was happening?

T — Task: What were you responsible for?

A — Action: What did you do?

R — Result: What happened because of your action?

R — Reflection: What did you learn and how does it link to the role?

You do not need to write every example like a full essay.

But keeping STARR in mind helps you move from:

“I am hardworking and reliable.”

to

“Here is an example that demonstrates I am hardworking and reliable.”

4. Common Mistakes to Avoid

- ☐ Writing your supporting statement like a CV by listing things rather than providing evidence
 - ☐ Copying a generic template and changing a few words
 - ☐ Listing university modules without explaining what you learned
 - ☐ Saying you are hardworking, organised or enthusiastic without showing evidence
 - ☐ Not reading and understanding the Job Description and Person Specification before writing your supporting statement
 - ☐ Focusing only on the Essential Criteria and forgetting relevant Desirable Criteria
 - ☐ Writing long paragraphs with little structure
 - ☐ Repeating information already included elsewhere in the application
 - ☐ Making the supporting statement too vague
 - ☐ Filling the supporting statement with fluff simply to reach the word count
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5. Quick Self-Assessment Checklist

Have you:

- ☐ Explained why you are applying for this specific role?
- ☐ Shown that you understand what the role involves?
- ☐ Addressed the Essential Criteria from the Person Specification?
- ☐ Included relevant Desirable Criteria where possible?
- ☐ Used evidence and examples instead of just making claims?
- ☐ Shown relevant laboratory, placement, university or transferable experience?
- ☐ Explained how your experience links to the role?
- ☐ Avoided simply repeating your education and job history?
- ☐ Have you shown the Trust-specific values through examples from your own experience?
- ☐ Used clear paragraphs and structure?

☐ Checked spelling, grammar and clarity?

Score Yourself

0–4: Needs more work before submitting

5–7: Good foundation, but needs stronger evidence

8–10: Strong application. Give it one final review before submitting.

6. Final Check Before Submitting

Before you press submit, ask yourself:

“Could someone shortlisting this application clearly tick off all of the Essential Criteria from my supporting statement?”

If the answer is no, go back and make the links clearer.

Your supporting statement does not need to be perfect.

But it does need to be specific, relevant and easy to score.

What’s Next?

If your application leads to an interview, the next step is preparation.

Download the Laboratory Interview Cheat Sheet to help you prepare with more confidence.

[\[Download the Laboratory Interview Cheat Sheet\]](#)