

EUROPEAN **YOUTH** PARLIAMENT
ÖSTERREICH AUSTRIA

APPLICATION WRITING GUIDE

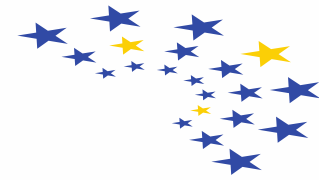
Revised Edition (August 2016)

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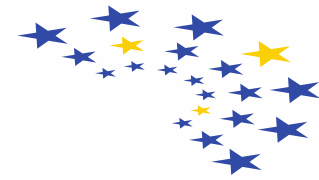
Preface

This document should serve as a guide for writing applications to EYP events. It aims to cover all sorts of EYP applications, giving an overview of recommended practices regardless of position applied for or type of application form.

We have experienced that application writing is a bit of a hindrance for young members, causing uncertainties, preventing people from applying, and giving them a disadvantage in the selection procedure. Hence, this guide primarily aims to facilitate this process and take some fear away from application writing, especially for younger members.

Acknowledgements

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EYP applications are commonly submitted either through the EYP Member Platform (www.members.eyp.org), other online forms (e.g. Google forms) or by filling in word documents and emailing them to the selection panel.

EYP applications are usually structured with three major parts: **Personal Information**, **Event History** and **Questions**.

Personal Information

This part serves to collect some general information about you, such as name, contact details, etc. Supply only **correct information** and make sure you can be reached under the telephone number (include your country code) or email address you provide. If you apply via the Member Platform, the information of your profile is automatically inserted in the application. Make sure to double check your information on the Member Platform before submitting the application. If required, clearly **state the position** you are applying for as well as **your preferences** in case of **multiple positions**. When applying for multiple positions, choose those best suited for you and clearly outline your specific motivation for each position.

Event History

Here you are asked to outline your EYP experience, meaning the **list of EYP events** you have attended. When you apply via the Member Platform, your event history will automatically be included in your application. While some applications allow you to simply provide a link to your session history on the EYP Member Platform (make sure it is up-to-date), other application forms request you fill in the table provided. Relevant experience other than EYP sessions – e.g. training events, serving as board member of a National Committee, etc. – can be included either in the main table or added below. Future events you have already been selected for should also be included and labelled accordingly.

Commonly understood abbreviations

Abbreviation	Session Type	Example
IS	International Session	IS Barcelona 2014
IF	International Forum	IF Graz 2013
NSC/NS	National Selection Conference/ Session	NSC/NS Vienna 2015
RS	Regional Session	RS Graz 2015
OE	Other Event* (e.g. EYP Day, Alumni Weekend, Training Events)	OE EYP Day Salzburg 2014

*Specify the kind of event.

You are also required to name your superior at all events attended. This information allows the selection panel to gather further references from people you have previously worked with. Provide the correct name of your superior and name both in case you had more than one. (Appropriate sources are the EYP Members Platform, official session websites, official session documents like resolution booklets, etc. Do not use nicknames from social networks.)

If you apply via the Member Platform and have gotten an evaluation from a previous session it will be automatically included in your application. The evaluation also shows the name, date and kind of the event, where you have gotten the evaluation, the name of the evaluator and their respective position.

Your Position	Your Respective Superior
Delegate	Chairperson
Chairperson	President
Journalist	Editor
Editorial Assistant, Video/Photo Editor	Editor
Editor	President
Vice-President	President
Organiser	Head-Organiser
Head-Organiser	Board Member of your National Committee or President (specify the position)

Questions

Here you will be asked specific questions which should give the selection panel an impression of whether you are **suitable for a specific position** and whether you **fit in the respective team**. Make sure to read the questions carefully and answer all of them.

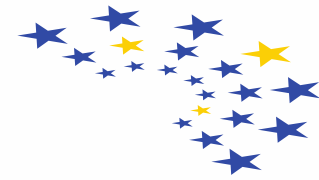
Form and Content

- Answer only those **questions relevant for the position you are applying for** (and delete the others). If you apply via the Member Platform, only the questions relevant for you should be shown.
- **Stay authentic.** If you get selected because of an inauthentic application, you might end up in a team you do not enjoy being in. Apart from the disadvantage you create for yourself, you put the head of your team in a difficult position with team members they did not expect.
- **Structure your answers.** Introductory part, main body, conclusion. When submitting an article for a Journalist application, structure it and provide a title.

- **Outline** your main 1-3 arguments or points. Restrictive word limits usually do not allow for more points to be properly elaborated.
- **Do not exceed word limits.** Especially when writing an article for media team applications, limits need to be adhered to. Selection panels receive loads of applications and are grateful to read concise documents.
- **Do not copy & paste from previous applications.** You change as a person and so should your applications. Also, the trained eyes of selection panels will recognise recycled or copied applications.
- **Think outside the box** and avoid standard answers along the lines of ‘(...) because I love EYP’ and ‘(...) EYP gave me so much I want to give something back’. Such standard answers do not make you stand out amongst all applicants.
- **Elaborate on why that specific session is interesting** for you, when asked for your motivation to participate. Selection panels need to know the session you are applying for is of particular importance to you.
- **Stick to the questions provided.** Creativity is appreciated and allowed inside the framework set by the application questions. Application questions are chosen to assess specific qualities; other things do not meet a panel’s criteria.
- **Make sure your answers stand out** and refer to your personal development. Self-reflective answers are appreciated.
- **Sound confident.** Avoid phrasing like I believe/think; use more assertive words, such as trust, certain, convinced, etc.

Language

- **Avoid abbreviations.** “e.g., i.e.” are fine; “don’t, won’t, aren’t, ain’t, hasn’t”, etc. should not be used.
- **Find synonyms** in order to avoid repetition of words and phrases. Make sure you understand the words you use.
- **Use British English,** as it is the working language of the EYP.

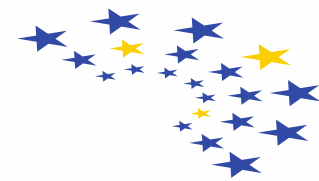


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- **Avoid using smileys** or any other similar symbols to keep your application as formal as possible.
- **Single punctuation is sufficient.** One exclamation mark expresses just as much as two do.

General

- Let someone who knows you **proofread your application** in order to avoid mistakes and make sure the application reflects your skills and personality.
- **Stick to the format** (font, etc.) of the application template.
- Save your application as a **.pdf file** in order to avoid technical issues.
- **Rename your application** file to include your name and the position you are applying for.
- In case you need to provide **pictures or videos**, upload them somewhere and provide an accessible link. Choose diverse pictures (various motives and people).
- **Use the spellchecking function** of your text-editing programme and set it to British English.
- Most selection panels will not consider applications submitted after a **deadline**.
- Do not forget to write a few words into the **email** you attach your application to. – Address the selection panel or National Committee and do not forget to attach your application.



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This guide **does not guarantee** you will get selected, even if you follow all this advice. Keep in mind that selection panels do not select applicants as individuals but as team members. They aim to pick those applicants who not only seem competent as a singular person, but also need to find those who will most likely **compose a good and balanced team**. This is why even the ‘best’ applications can still lead to a rejection, which however, does not necessarily mean one is not suitable for a certain position or EYP in general.

To find out why your application specifically has been rejected in any particular case, you can always **ask the respective selection panel for feedback**; many will be happy to provide you with some comments. The EYP has a well-established feedback culture. The organisation aims to foster its members’ personal development and feedback is an integral part of it.

Appendix

Example Questions

- What is your motivation to attend the National Selection Conference of EYP Austria? (*all applicants*)
- What differentiates you from any other applicant? (*all applicants*)
- What (personal) skills would you like to improve at the National Selection Conference of EYP Austria and how? (*Chairs/Journalists/Vice-Presidents/Editorial Assistants*)
- Propose a committee topic and explain its relevance! (*Chairs/Vice-Presidents*)
- What can you contribute to the team? (*Chairs/Journalists/Vice-Presidents/Editorial Assistants*)
- What makes a good Journalist/Chair? (*Chairs/Journalists/Vice-Presidents/Editorial Assistants*)
- Write an opinion piece about a topic you are interested in/related to the session theme! (*Journalists*)
- Elaborate on your vision for the Media Team! (*Editors*)
- What would you focus on/include in the Chairs' Training of the National Selection Conference of EYP Austria? (*Vice-Presidents*)
- How do you see the role of the Media Team at the National Selection Conference of EYP Austria? (*Editors*)
- What makes a good resolution? (*Chairs/Vice-Presidents*)
- Which aspects of chairing do you feel confident about, in which would you need further support? (*Chairs/Vice-Presidents*)