

**CYPRUS MEDICAL
STUDENTS ASSOCIATION**

HOW TO WRITE AN APPLICATION

ONE STEP CLOSER

This manual aims to help all applicants of our Association regardless of their experience , to ace their application and be one step closer to representing CyMSA in international events and be part of external event delegations.

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ABOUT US

The Cyprus Medical Students' Association is an independent, non-profit, and non-governmental organization. It is the first organization of medical students approved by the Registrar of Societies and Foundations in Cyprus and was founded in 2014. CyMSA is a member of the International Federation of Medical Students' Associations (IFMSA), the European Medical Students' Association (EMSA), the Cyprus Youth Council, Pancyprrian Volunteerism Coordinative Council, and numerous other NGO-Governing Bodies and Decision-Making Councils.

VISION AND MISSION

Our organization is dedicated to providing a supportive and educational environment for medical students as they pursue their studies and prepare for their careers in the medical field. As a member of international organizations and governing bodies, we have the opportunity to participate in meetings and conferences across the globe, allowing our members to network with medical students and professionals from around the world. In addition to these international events, we also offer a range of valuable resources and services to our members, including professional development workshops and seminars, networking events with practicing physicians and other industry professionals, community service opportunities, social events and activities, and access to a wide range of online resources and materials.



WHAT WE DO

The driving force of our Association is its Standing Committees. Our five activated pillars focus on major health topics and medical student-related interests. Our actions are always tailored and crafted with the values and principles of our Association as our guide: equity, diversity, inclusivity, human rights, social justice, and the evolution of our profession. These pillars are :



INTERNATIONAL FEDERATION OF MEDICAL STUDENTS ASSOCIATIONS

“The International Federation of Medical Students' Associations (IFMSA) is a worldwide network of medical students committed to advancing global health and medical education. Founded in 1951, IFMSA serves as a dynamic platform that connects and empowers medical students from diverse backgrounds to collaborate on initiatives that address pressing healthcare and social issues. With a focus on education, advocacy, and community engagement, IFMSA stands for fostering cultural exchange, promoting health equity, and developing the leadership skills of future medical professionals. Through projects, research, international exchanges, and grassroots campaigns, IFMSA strives to create a positive impact on health systems and policies while nurturing a generation of compassionate and globally-minded healthcare leaders.”



USE OF MANUAL

The Cyprus Medical Students' Association is a National Member Organization (NMO) of the IFMSA. Consequently, our members have the opportunity to participate in all international events organized by IFMSA NMOs, as well as the chance to represent the Federation and the Association externally. Regarding the selection process for each event, the Executive Board bases their decisions on various factors, including the motivation and potential of the applicant to work on a national/international level, as evident in their application. The purpose of this manual is to provide our members with the necessary knowledge and skills to excel in their applications.

PHASES

Each application process should consist of three phases, all aiming to create a holistic representation of who you are as a person. The Association wants to assess, through your application, your passion for the opportunity, understand the reasons why you should be chosen, and identify what you have to offer to the team. Following these three phases in drafting your application will give you the best possible chance to succeed in being selected as a delegate or participant in international events.



**PREPARATION
AND
PLANNING**

**WRITING
THE
APPLICATION**

**FEEDBACK
AND
FOLLOW-UP**



PREPARATION AND PLANNING

1. CREATE A TIMELINE

When preparing to apply for an opportunity make sure you create a timeline incorporating important dates such as deadlines, preparatory meetings, open space discussions etc. It is important to start drafting your application as soon as possible and do not leave it last minute!

2. CONSULTATION

Consulting individuals that have attended an event that you feel really passionate about and/or predecessors of a position/opportunity you are looking to apply for, can provide valuable information that could make your application stand out. Do not stay limited to only contacting one person. The more connections you make for an opportunity and the wider your network is, the easier the access to information, input and mentorship will be down the road.



PREPARATION AND PLANNING



3. RESEARCH

Part of applying for any opportunity is the fact that you are a passionate individual about the theme / subject of the event you are looking into participating in. In order to be able to convey your passion about a specific subject there is a need to display your knowledge about it and make it clear that you are educated about the subject of an opportunity. Being an educated and passionate applicant and being able to convey that through your application will make the reviewer interested in your person and therefore your participation in any opportunity is far more likely. It is humanly impossible to be educated about all subjects and that is understandable. This is why we recommend and urge you to search, investigate and do your research about the opportunity you are interested in and its subject. Again, one of the best way to get input and information about opportunities that interest you, is to get in contact with past participants and ask about their experience.

WRITING AN APPLICATION

When writing an application the first cardinal rule you need to follow is this : Stay authentic. Every time you see an open call for opportunities it is almost certain that the number of applicants are greater than the number of spots. Your application needs to stand out from the crowd and the reviewer needs to get a true glimpse of who you are as a person. Do not fall into the trap of being arrogant and avoid being to “flashy” about your accomplishments, it tends to turn people away and have a negative impact on your application.

Your application should be outcome-orientated. What does that mean? When writing an application make sure that it is clear that your goal is not just to gain a participation status but rather the fact that you have long-term plans with the experience and knowledge you will gain. What the reviewer wants to see you make apparent in your application is the answer to a quite simple questions? What will be the outcome of your participation at any given opportunity? How will the Association and Federation benefit from your participation? How are you planning on combining your personal goals with the goals of the organization you are representing and how will the two work in harmony? These are question that if you keep in mind when writing an application and you actively try to answer them through your writing will yield you the most succesful results.

WRITING AN APPLICATION

The most overlooked aspect of the majority of applications is the overall image. This includes the language used, the grammar, expressional errors but more than that the design and the brand identity that the applicants use for themselves. When drafting an application make sure that you go over it multiple times and identify errors that you have made. More often than not, a second pair of eyes, can prove to be really effective in pointing out errors and helping you perfect your application. This might sound insignificant but when a reviewer goes over your application and stumbles across errors that make it difficult to follow your train of thought, even if the context of your application is top-grade, it will not be able to be conveyed and therefore never be received as you may intended for it to be.

The design of your application it is also very important. The graphics and elements you use on your application forms, subconsciously create a brand identity, to the people reading your application. You want to consider what type of image you would like that to be. According to the design you will use you shape an image for your application, that can range from highly professional to more approachable and from impactful to trivial. It all depends of the decisions you make. This of course might not apply at all, as a large number of selection processes function with premade forms that the applicants can use.

FEEDBACK AND FOLLOW UP

Asking for feedback and aiming for follow-up communication is the only way you can identify weak spots in your applications and make sure you can improve for the next time. Those actions are not to be taken only if you have not been selected for an opportunity. Even if you are selected you can always ask the reviewer to give you a few pointers on how you can improve. One of our principles in this Association, is that we strive for excellence. Make sure you strive for excellence too. Always.



TIPS AND TRICKS

- Using technology and AI can prove to be really helpful. Do not be afraid to reach this realm for assistance. Technology is meant to assist us and not constrict us. But proceed with caution. Do not copy and paste material. It shows!
- Be creative, be unique, be authentic and most importantly be true to yourself.
- Start early. Do not put yourself in a situation where time is not on your side.
- If you have questions, ask for clarifications.
- Be professional but do not fall into the trap of making yourself look unapproachable.
- Do not view the application process as another chore or task. Enjoy the process and take it one step at a time.

CHECKLIST

- Did I check the deadline for submitting my application ?
- Does my application answer all questions asked on the form?
- Did I use, on my application, facts and knowledge gained by the research I have done for the topic?
- Does my application reflect a motivated individual?
- Can the reviewer understand why I would be a valuable addition to their team?
- Did I reach out to past participants for insides?
- Have I had anyone review my application before submitting it?
- Did I resolve any questions I might have?
- Did I submit successfully?



**From the CyMSA family,
we wish you best of luck
on your endeavours.**

