

# Applying to the CTBTO



CTBTO  
PREPARATORY COMMISSION

PUTTING AN  
END TO NUCLEAR  
EXPLOSIONS

01

## SIGN IN

- [jobs.ctbto.org](https://jobs.ctbto.org)

02

## UPDATE CANDIDATE PROFILE

- Click on the **MY PROFILE** tab
- If you are completing your profile for the first time, please download, fill out and upload the **CTBTO Employment Information Form**
- Complete all mandatory sections (personal information, education, work experience, languages, etc.)
- Upload the required documents (passport, residence permit, etc.)
- **Save changes**

03

## SEARCH FOR VACANCIES

- Click on **Search Jobs** to view all vacancies
- Use **Keywords** to refine results
- Click on the job title to view the **vacancy notice**

04

## SUBMIT YOUR JOB APPLICATION

- Click **Apply**
- Review all sections under the **MY PROFILE** tab
- Click **Save > Next**
- Make sure your **Employment Information Form** is updated and uploaded
- Click to upload a **Cover Letter**
- Answer the **mandatory questions** related to the vacancy
- Click **Apply**
- Click on the **MY APPLICATIONS** tab to view status

## CREATE A CTBTO JOB PROFILE

- [jobs.ctbto.org](https://jobs.ctbto.org)
- **Sign In > Create an account**
- Enter your **e-mail address**
- Create a **password**
- Accept privacy agreement
- Confirm **activation link** sent to your e-mail address

## IMPORTANT TIPS



### Work Experience

- Read vacancy carefully
- Starting with your current job, list your relevant employment experience
- List any notable achievements relevant to the position
- Use present tense for current job and past tense for previous jobs
- Provide details about your role, your main duties and responsibilities, staff supervised, scope of projects, budget managed by you, etc.



### Education

- Starting with the most recent, list your relevant educational experience
- Enter full details of educational institutions
- Indicate exact title of academic degrees
- Include training to showcase skills specific to the position
- Provide list of publications (if applicable)



### Cover Letter

- The **opening paragraph** is your chance to catch the hiring manager's attention, introduce yourself and express your interest and motivation
- **Describe** how your skills, qualifications and competencies match the position (include keywords from the vacancy)
- **Highlight examples** of relevant work, achievements and skills
- **Distinguish** yourself from other candidates
- **Summarize** what you would bring to the position and **close** with a positive note.

Step-by-Step  
Guide

Technical Support  
[jobs@ctbto.org](mailto:jobs@ctbto.org)