**[Applicant Name]**,

Thank you for taking the time to apply for our **[position title]** position. Below is a small test we would like you to tackle which should take no more than 20 minutes. This will help us to understand the way you work and also give us some insight into your skills.

1. Why did you decide to apply for this job?

2. What, in your opinion, is the most important task for this job? Why?

3. List the steps you would normally take to do this task correctly.

4. What would you do to make your work stand out from the rest?

5. Can you give me some examples of how you've done this job in the past, and the results you've gotten? Any numbers would be great.

Thanks,

**[Your Name]**

**[Your Title]**