

# CV and Interview Skills

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# WHY DO PEOPLE APPLY FOR JOBS?

- To earn money
- To earn MORE money
- Career progression
- Career change
- Relocation
- To meet other people



# Before you begin the process

- Assess your reasons
- Assess your aspirations
- Assess your skills
- Think about your ideal job



“If you haven’t convinced yourself, you’ll struggle to convince the employer.”

# Curriculum Vitae (CV)

- This is the first impression the employer will have of you
- Recruiters have to go through 100s
- Make YOURS stand out



# Curriculum Vitae (CV)

- THE TOP QUARTER IS WHAT THE RECRUITER WILL READ



# CV Contents



- Eye catching and easy to read
- Use colour to divide different sections
- Make it easy for the reader to find the information
- Short Precise and RELEVANT -  
Ideally 2 pages long

# Information to include

- Personal details – photo, name, phone number, email address
- Personal statement – short and align to the required skills in the job advert
- Work experience – job title, firms name, key responsibilities (chronologically, recent first)



# Information to include

- Key Achievements – align this with the job that you are applying for
- Education and Qualifications– A simple list in date order. Most recent first
- Interests - optional

# Interviews

An opportunity to see and sell



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# What is the interviewer looking for?

- The “inner view” – background of the individual
- **Can** this person do the job
- **Will** this person do the job?
- Will they **fit** into our environment?

# Preparation



## BEFORE THE INTERVIEW

- Familiarise yourself with the firm and what it does
- Remind yourself about the job you have applied for and what was required

# On the day...

- Look smart
- Set a positive impression – first 3 seconds are very important:
  - Be on time – not too early and NEVER late
  - Greet the interviewer with a smile and a positive handshake

# During the interview

- Listen carefully to the questions
- Make eye contact with your interviewer
- Answer with integrity
- Be prepared with your own questions



# During the interview



- Demonstrate your knowledge of the organisation
- Show how you will use your skills to work in the role you have applied for



# During the interview

- Be prepared with your own questions:
  - Will this job provide the career progression that you are looking for
  - Why is the position they are recruiting for vacant
  - What is the staff turnover like
  - What are the prospects like for long term employees





# At the end of the interview

- Shake hands firmly
- Ask when you can expect to hear from them
- Say that you enjoyed meeting the interviewer and thank them



# Follow up

- Give the interviewer a week to respond to you
- If you don't hear, follow up
- Ask for feedback if you get rejected. Good preparation for next application





**THANK YOU FOR LISTENING  
AND GOOD LUCK WITH  
YOUR NEXT JOB  
APPLICATION!**