CV and Interview Skills By Sumi Shah BA (Hons.) FCA

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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 (C\/

• THE TOP QUARTER IS WHAT THE RECRUITER WILL READ

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Masters in Lacus Ultricies

Diam Metus Bibendum University, Some Place, ST

Graphic Design

Graphic Design

May 2007 - GPA 4.0

May 2003 - GPA 4.0 Sagittis Eu College, Some Place, 57

Education

Graduated High School May 2001 - GPA 4.0 Sagittis Eu High School, Some Place, ST

Bachelors in Lacus Ultricles Graphic Design May 2005 - GPA 4.0

May 2005 - GPA 4.0 Diam Metus Bibendiam University, Some Place, ST

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Graphic Designer

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toshop	Adobe After Effects	Microsoft Office
works.	Apple Final Cut Studio	Adobe Coldfusion
attiwe2ver	Apple Soundtrack Pro	HTML/CSS Development

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



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!