

---

## v Curriculum Vitae Tips

The Curriculum Vitae, or CV for short, is your opportunity to highlight your main skills, unique achievements and suitability to potential recruiting companies. It is therefore, essential to ensure that it's content, format, structure and readability is up-to-date, clear and concise.

Here are a few easy tips to follow when creating that successful CV:

### 1) First Impressions Count

Most recruiters / employers are extremely busy people, so chances are they will quickly scan the CV's they receive, spending approximately 10-30 seconds on each one. It is therefore important that your CV is well structured, written with a clear, easy-to-read font and contains relevant details and information regarding previous work history and qualifications. Always double check the CV for spelling or grammatical errors, use plain, white paper and ensure, where possible, that your CV is no more than 2 pages long.

### 2) Content

Your CV should always start with your contact details at the top - Name, Address, Main Contact Number and Email Address. This is the only information that is required. This should then be proceeded by the following sections:

- a detailed personal profile (highlighting key skills and attributes)
- a list of key achievements personal to you
- career history (detailing job title, employer and dates of employment. Also write in chronological order with the most recent position first)
- education and qualifications (university/college/school)
- professional development (vocational courses attended and certifications attained)
- any professional memberships
- additional information (driver/languages spoken/IT Proficiency/interests)
- 

### 3) Honesty is the Best Policy

Conscientious employers/recruiters will always check the details on your CV, so it is better to be honest with regards dates of employment, duties and responsibilities held.

### 4) Key Achievements

This is a very important part of the CV and the section that most employers/recruiters will look at first. This section highlights previous professional attainments and what contributions you have made to other companies. It allows an employer/recruiter to gauge what attributes you will be bringing with you to their company. Examples could be accolades awarded by previous employers e.g. 'Employee of the Month' or productivity targets consistently met etc.

### 5) Tailoring

A CV is not a fixed document. As job descriptions for different companies change then so should your CV. Your CV should be amended for every job that you apply for in order to demonstrate the aspects of your skills and personality that suit a particular job.

continued.../

## v Interview Tips and Techniques

An interview is not only a company's chance of meeting with you personally and finding out more about you, it is your opportunity to show off your knowledge, skills and most importantly your unique personality to a potential employer/recruiter. It is also your chance to see if the company is one that you want to work for.

Here are a few easy tips to follow when preparing for and attending an interview:

### 1) Nerves

Take a deep breath and try to calm down! There certainly are not many people, who enjoy the prospects of having an interview, but the interview itself is your chance to sell yourself. You are at the interview because the employer/recruiter has identified from your CV that you have the skills and capabilities they are looking for. Now all you have to do is go into more detail with regards your experience, abilities and why they need you!

### 2) Preparation is Key

Good interviews are always the result of careful planning and preparation. Even from organising travel to the interview itself. Prepare your route, do a 'dummy run' if you have to and always give yourself plenty of time to arrive at the location of the interview. Don't be late! Carefully research the company and the job that you are applying for, preparing and practising potential questions and answers. Most employers/recruiters love knowing that you are interested in their organisation, so find out as much as you can about them. Make sure you have the name and job title of the person you are meeting.

### 3) First Impressions Do Count

When you attend an interview, always arrive smartly and professionally dressed. Greet your interviewer with a firm handshake and a smile, and ensure that regular eye contact is made. If there is more than one interviewer, make sure that you make adequate eye contact with each one throughout the interview. Be as equally professional with other members of staff within the organisation e.g. Receptionist - don't forget you may be working with them one day.

### 4) Presentations

If you have been asked to deliver a presentation as part of your interview, always check in advance what equipment will be provided for you on the day. Make sure your presentation is clear and fits the timeframe you have been given. Practice, practice, practice your presentation until you are happy with it. Deliver it to family or friends if you have to, this will help you gain more confidence.

### 5) Question Time \*

This may sound silly, but make sure you listen carefully to the questions that you are being asked and answer them appropriately. If you are not sure what has been asked, then never be afraid to ask for the question to be repeated again. It is better to be sure you know what you are being asked, rather than giving an incorrect answer. Always try to give examples of

continued.../

previous work you have done or achievements you have attained. Try to avoid just giving one word answers and never criticise previous employers. Prepare some questions yourself, which you can ask at the end of the interview. This is your chance to find out some further information on the company, the role etc. and find out if it is the right job for you.

#### 6) Thank you's

Always thank the interviewer for taking the time to meet with you. It is always a good idea to ask when they are likely to make a decision on the post, so that you are aware of when you will expect to have a decision from them.

### v \* Question Time

The following are examples of questions that you may be asked, so it is a good idea to prepare some answers for them: -

- 1) Why did you leave your previous employer/why do you want to leave your current job?
- 2) What have been your greatest achievements to date?
- 3) What skills, qualities and attributes could you bring to this role and to the company as a whole?
- 4) What would you say are your main strengths and weaknesses?
- 5) What do you know about the company?
- 6) Tell me about a time when you had to...? What did you do? What would you do differently next time?
- 7) Tell me a bit about yourself (this is the age old question and is usually asked at the beginning of an interview to try and get you talking and get the interview flowing)

Some examples of questions that you may want to ask at the end of the interview are:

- 1) What training and development opportunities are there within the company?
- 2) What is my potential career path?
- 3) What is the next stage in the selection process?
- 4) When will a decision be made, by whom and when will I be notified?