



CV WRITING
INTERVIEW PREPARATION
UK EXPLAINED

CV Writing & Interview Preparation

Introduction

Job hunting in the UK marketplace can be a complicated task. There are traditional methods of job searching, which include signing on with a recruitment agencies responding to newspaper ads and applying directly to employers. Most employers are looking for skills that closely match the requirements of the job although most companies now allow you to upload your CV with them on to a centralised database in order that you can be considered for future roles.

Recruitment agents will really only be interested in promoting you if they have a specific vacancy that they believe you are a good match. If you do not have the skills, experience or education required for the current vacancies, then your CV will most likely not be considered.

A refreshing alternative is to use the power of the Internet to search for jobs. The internet is fast becoming a dominant force in bringing candidates and employers together in an effective way. There are now numerous "Job Boards" on the internet that advertise vacancies from all over the UK. These Job Boards on the internet are a very effective resource for candidates, recruitment agencies and employers. As a candidate searching for a job on the internet, you can do so from your home. Additionally, you can register on these Job Boards for vacancy alerts sent to you via email. You simply specify your requirements for the type of job, and you are then alerted immediately a vacancy that may be of interest is lodged on the Job Board. Some of these types of Boards provide a great source of additional information and job news, specific to that industry sector. This includes new product and service innovations in that industry, company/employer news, and other general information specific to that industry.

Hunting for a new job can be a time consuming and stressful process. It is, however, one of the most important tasks you'll undertake, and the creation of a winning CV is central to the whole process.

Before you begin, you need to have a clear idea of what you are aiming for. Even before you begin creating your new CV, it's important to establish what your ideal new job would be.

Part of your job hunting or career change process should be a self-assessment. This may sound long-winded, but without a clear idea of your strengths and weaknesses, a realistic idea of what you can expect or step up to, and confidence about your own unique selling points, you may never find an ideal job.

Remember, you can't be all things to all people and your CV needs to be tailored towards a targeted sector.

Once you have secured an interview, wipe off your sweaty palms and put your best foot forward.

Preparation is KEY and will ultimately set you aside at the all important interview.

Dress conservatively and always have your shoes polished and in good repair. Be sure your hair is neat and don't splash on the after-shave or perfume. Always carry breath mints to interviews. Most people develop a dry mouth when they get even slightly nervous and breath mints can help.

Prior to your interview date, learn as much as you can about the company. If at all possible, learn what you can about the interviewer and the head of the department you are apply for. Prepare a list of your goals and be prepared to tell the interviewer where you plan to be in five years. Write down a few questions to ask during the interview. Never arrive late to an interview without calling to explain the delay and offer to reschedule, if necessary.

During the interview, be confident and please don't slouch in your chair. Keep your hands folded on your lap or placed loosely on the arms of the chair. When shaking hands, use a firm handshake and make eye contact. Interviewers often ask if you have any questions so be sure to ask a few insightful questions about the position and company. Never criticize your former employer or supervisor. Think before you answer questions. Be honest when answering and if you don't know the answer, say so. Be sure the interviewer knows that you truly want the job.

After the interview, send a short thank you note to reaffirm that you are interested in the position. If you don't hear from the employer after about ten days, call and express continued interest in the position. It's a good idea to ask to be notified regardless of whether you are chosen or not.

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CV Writing

CV self-assessment

XXXXXXXXXXXXX XXXXXX X XXXXXXXX X, but without a clear idea of your strengths and weaknesses, a realistic idea of what you can expect or step up to, and confidence about your own unique selling points, you may never find an ideal job. Remember, XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXX XXX XXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXX..

Some guidelines:

What are my strengths?

Xxx xxxxxxxx xxxxxxxx xxxxxxx xxxxxxxxxxxx?

X xxxxxx xxxxxxxx x xxxxxx xxx xxxxxxxxxxxxxxxxxxxx?

How can I minimise my weaknesses?

XXXXXX X XXX XXXXXX XXXXXXXXXXXXXXX?

XXXXXXXXXX X XXXXXXXXXXXX XXX XXXXXXXXXXXX?

Can I define exactly what it is I do, professionally?

X xxxxxx xxxxxxxx x xxxxxx xxx xxxxxxxxxxxxxxxxxxxx?

X xxxxxx xxxxxxxx x xxxxxx xxx xxxxxxxxxxxxxxxxxxxx?

X xxxxxxxx xxx xxxxxxxxxxxxxxxxxxx xxx?

The basics

Your CV is a reflection of your professionalism.

A good CV should contain:

- XXXXXXXXXXXXXXX XXXXXXXXXXX XXXXXXXXXXX XXXXXXXXXXX
- XXXX XXXXXXXXXXXXXXX XXXXXXXXXXX XXXXX
- XXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXX X XXXXXXXXXXX
- XXXX XXXXXXXXXXXXXXX XXXXXXXXXXX XXXXX

What recruiters look for in a CV:

- XXXXXXXXXXX XXXX XXXX XXXXXXXXXXXXXXXXXXXX XX
- X XXXXXXXXXXX XXXXXXX X XXXXXXX
- XXXX XXXXXXX X XXXXXXX XXXXXXX
- XX XXXXXXXXXXXXXXXXXXX XXXXXXX XXXXXXX

Assets which every employer looks for:

- X XXXX XXXXX XXXXXXXXXXXXX XX XXXXXXXXXXXXXXX
- X XXXXXXXXXXXXXXX XXXXXXXXXXX XX XXX XXXXX XXXXXXXXXXXXXXX
- X XX XXXXXXXXXXXXXXX
- XXXXXXXXXXX XXXXXXX X XXXXXXX X XXXXXXX
- XXXXX XXXXXXX XXXXXXXXXXXXXXX XXXXXXXXXXX

There are two main styles of presenting a CV:

Chronological x xxxxxxxx xxx xxxxxxxxxxxxxxxx xx xxxxxxxxxxxxxxxx xxxxxxxx xxxxxxxxxxxxxxxx
xxxxxxxx xxxxx xxxxxxxxxxxxxxxx x xxxxxxxxxxxxxxxx xxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx.

Functional x xxxxxxxxxxxxxxxx xxx xxxxxxxxxxxxxx xxx xxxxxxxxxxxxxxxx xxx
xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxx x xxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxx.

The summary page

All modern CVs now include a summary page. X xxxx xxxxxxxxxxx xxxxxxxxxxx
xxxxxxxxxxxxxxxx xxxxxxxx x xxxxx xxxxxxxxxxx x xxxxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxx x
xxxxxxxxxxxxxxxx xxxxxxxxxxx x xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxx.

The summary page is a chance to make an impact, and it gives you a chance to show off your personality and personal attributes. If it is well presented and articulate, it will speak for itself.

X xxxxxxx xxxxxxxxxxxxxxxxxxx xx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxx x xx xxxxxxxxxxx
xxxxxxxxxxx xxxxxxxxxxx xxx xxxxxxx.

Profile

This is a descriptive overview of your professional profile. It occupies most of the summary page and consists of three key elements:

1. xxxxxxxxxxxxxxxxxxx xx xxxxxxxxxxxxxxxxxxx x xxxxxxxxxxxxxxxxxxx xxxxx xxxxxxx
xxxxxxxxxxxxxxxx xx xxxxxxxxxxxxxxxxxxx xx xxxxxxxxxxxxxxxxxxx xx xxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxx xxx.

2. x xxxxxxxxxxxxxxxxxxx x xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxx xxxxxxx
xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx x
xxxxxxxxxxxxxxxx xx xxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxx xx xxxxx.

3. x xxxxxxx xxxxxxxxxxx xx xxxxxxxxxxx xxxxxxxxxxx xxx. Xxxxxxxxxxxxxxxxx
xxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxx xxxxxxx xxxxx.

Download CV/INTERVIEW & UK EXPLAINED guide **NOW** and receive a further **34** pages of detailed information.

