

CV writing

A Curriculum Vitae (CV) must include the following (bare minimum):

- Full name
- Date of birth
- Home address
- Contact details (phone, email, mobile, etc)
- Educational history
- Qualifications
- Employment history
- Interests and other relevant information
 - Training, languages, certificates, driving information, membership to governing bodies (such as BPS)

CV 's need to be...

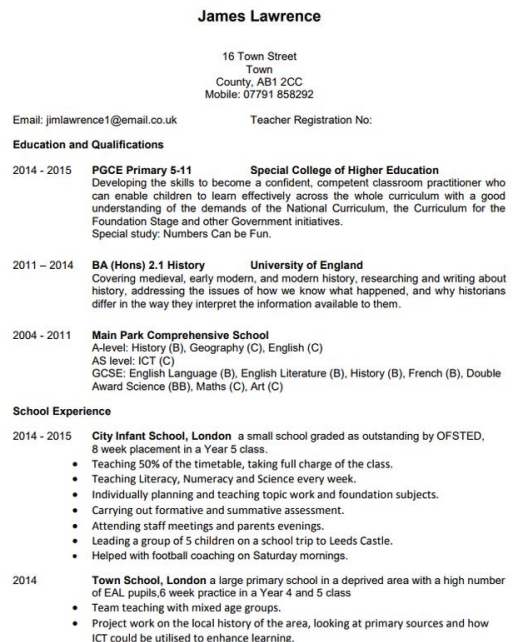
1. Divided into clear sections with headings



CV 's need to be...

2. Laid out in legible lists/tables for sections on educational history and employment

3. In chronological order (education / employment history)



CV's need to be...

4. Easy to read!!!

- Use a legible font type and size
- Don't have too many 'blocks' of text – break information down into manageable chunks
- CV's that contain spelling or grammatical errors are unlikely to receive an invitation to interview

CV's need to be...

5. Brief and concise

- No more than two sides of A4
- Use tables to present information if needed

6. Relevant to the job!

- Unfortunately, having a stock CV is not really any good...
- Needs to be written for the job you are applying for

CV templates

- <https://www.kent.ac.uk/careers/cv/CVtemplate.doc>
- <http://www.learndirect.co.uk/media/cv-template.doc>
- <http://www.ncl.ac.uk/careers/applications/cv/#examples>
- <http://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/student-services/01a-CV-Guide.pdf>

Hooray – your CV was a hit and
you have been invited to
interview...

Preparation

- If you feel you have applied for a job that is right for you and you have been shortlisted for interview, then you should feel confident of having a reasonable chance of being considered for the job.
- Majority rejected at application stage.
- In the weeks / days leading up to the interview, focus on the job specifications and remind yourself of the interest in the job and what you can offer.
- Avoid negative thinking.

First Impressions

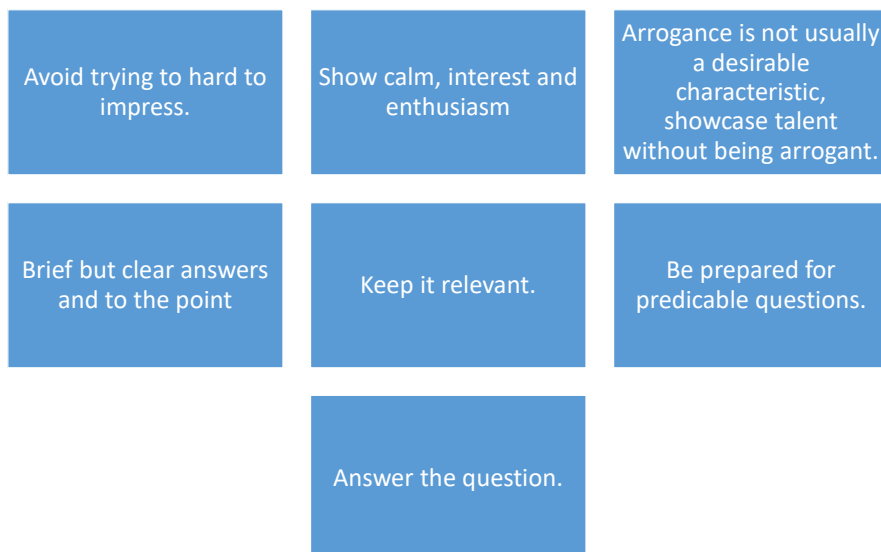
- Look clean and smart
- Be on time.
- Ensure your right hand is free in order to shake hands.
- No matter how you feel, smile and appear relaxed.
- Look pleased to meet the interviewers (be professional).
- Shake Hands – Firmly / but don't break their hands!
- Eye Contact.
- Listen – so you hear names.
- Move Calmly, don't crash into furniture – spill water.
- Take sips of Water (if provided) to calm down and gather thoughts.
- Sit upright and alert during interview.



Answering the question.

- Aim to complete any answer given in one or two minutes, consider the question and avoid both one word answers or unnecessary waffle.
- The interview stage usually lasts 20-30 minutes so avoid just waffling.
- Employers may award points for each question.

Keep it Simple and Be Prepared



Typical opening questions.

- Have you had a good journey?
- Tell me a little about your yourself?
- Why do you want this job now?
- Where do you see yourself in 3 / 5 / 20 years time.
- What do you find interesting about (job type).
- Why do you want to work for (the firm, the location).

How to finish an interview?

- Interviewers like to ask if YOU have any questions for them
- Prepare a set of questions before you even get to the interview so that this last question doesn't throw you
- Remember the primacy-recency effect; the last thing you say will stand out in their minds just as much as your first impression – so make your question a good one!