

07/05

Writing Preparing for a job: CVs and interviews
You want a job. Answer the following questions.

How do you give yourself a competitive edge?

1. Have you decided what sort of job you really want?	Yes/No
2. Have you spoken to anyone who does the sort of job you would like to do?	Yes/No
3. Have you told your school/college/employer you would like to work in...?	Yes/No
4. Have you spoken to anyone who works in these occupations?	Yes/No
5. Do you know what skills you have gained and the skills you have lost in these 3 years?	Yes/No
6. Have you done anything in the last year which has developed your skills?	Yes/No
7. Do you regularly read the business pages of newspapers or professional journals?	Yes/No
8. Have you talked to a recruitment agency that specialises in your area of work?	Yes/No
9. Have you written or prepared your curriculum vitae in the last six months?	Yes/No

Score: Yes = 1 point. No = 0 points.

10. You need to spend more time on preparing your self than you do.

11. You have made a mistake but you still need to do more work to stand out from the competition.

12. You are in a strong position to get a new job.

1 Whatever your score in the quiz, your CV can put you in a strong position.

Your CV should be:

- word-processed
- laser printed on good quality paper
- no longer than two pages of A4 paper

You should include:

- 1 Personal details**
The employer wants to know who you are and how to contact you (essential information only).
- 2 Education**
- 3 Work experience** Don't just describe the job – stress what you achieved and what you learnt.
- 4 Positions of responsibility**
- 5 Skills** Be positive about your ability – never undersell your experience. If you do not have a lot of work experience, this section will show employers your potential.
- 6 Interests** Stress any significant achievements related to your interests.
- 7 Referees**
 - Current students and recent graduates should choose an academic referee and a personal one (this could be an employer).
 - Get your referees' permission first and tell them what you are applying for and what you would like them to stress in a reference.