



CV Writing and Interview Techniques

2020



What We'll Cover

- CV Writing
- Interviewing Tips
- Small group breakouts for additional guidance and questions





CV Writing

Think first, write later



Research your ideal roles: use LinkedIn and Indeed as a starting point

Note the skills and knowledge: Browsing through job sites like LinkedIn and Indeed are a good way to identify roles you are interested in. Look for the industry specific skills and technical skills they are looking for and consider where you've used these skills in any of your previous experience.

Think about where you have used those skills or knowledge areas: e.g. applying for a job as a virtual assistant and you have worked in restaurants, you can think about pulling out attention to detail, organisation of shifts. If you are writing a blog, can you use that to demonstrate your writing skills – or your commitment to posting blog content twice a week.

CV Layout

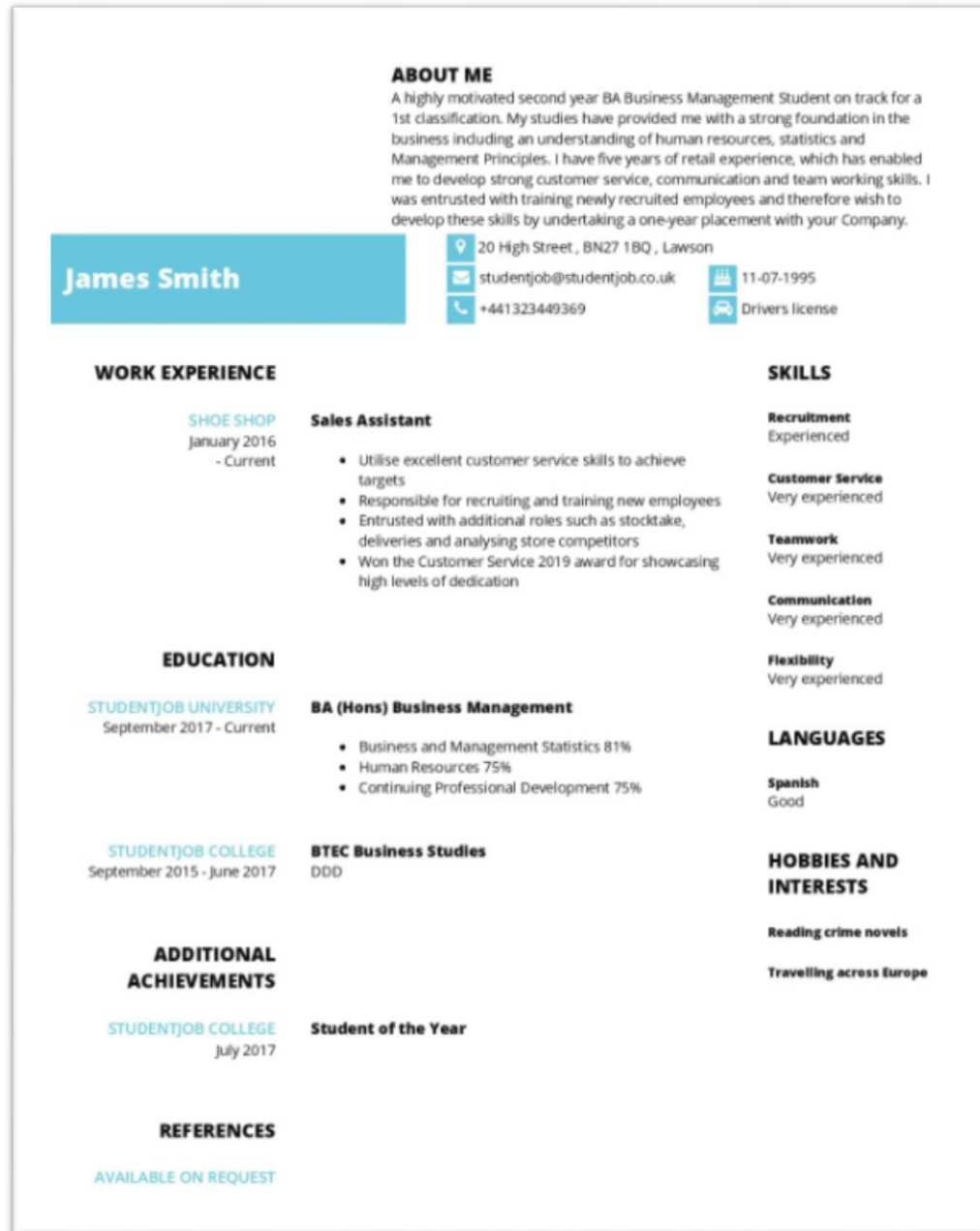
← Personal Statement/Profile

← Name and Contact Details

← Work experience, most recent first

← Education, certificates

Don't need to include your address, date of birth or a photo



ABOUT ME
A highly motivated second year BA Business Management Student on track for a 1st classification. My studies have provided me with a strong foundation in the business including an understanding of human resources, statistics and Management Principles. I have five years of retail experience, which has enabled me to develop strong customer service, communication and team working skills. I was entrusted with training newly recruited employees and therefore wish to develop these skills by undertaking a one-year placement with your Company.

James Smith
20 High Street, BN27 1BQ, Laxson
studentjob@studentjob.co.uk 11-07-1995
+441323449369 Drivers license

WORK EXPERIENCE

SHOE SHOP
January 2016
- Current

Sales Assistant

- Utilise excellent customer service skills to achieve targets
- Responsible for recruiting and training new employees
- Entrusted with additional roles such as stocktake, deliveries and analysing store competitors
- Won the Customer Service 2019 award for showcasing high levels of dedication

SKILLS

Recruitment
Experienced

Customer Service
Very experienced

Teamwork
Very experienced

Communication
Very experienced

Flexibility
Very experienced

EDUCATION

STUDENTJOB UNIVERSITY
September 2017 - Current

BA (Hons) Business Management

- Business and Management Statistics 81%
- Human Resources 75%
- Continuing Professional Development 75%

STUDENTJOB COLLEGE
September 2015 - June 2017

BTEC Business Studies
DDD

LANGUAGES

Spanish
Good

HOBBIES AND INTERESTS

Reading crime novels

Travelling across Europe

ADDITIONAL ACHIEVEMENTS

STUDENTJOB COLLEGE
July 2017

Student of the Year

REFERENCES

AVAILABLE ON REQUEST



Tips...

- Tailor your CV to the job you're applying for
- Easy to read: Put the important information at the top
- Make it noticableable ← **for the right reasons:** use spell check and grammar check
- Things will change: your CV and interview style will change over time

02

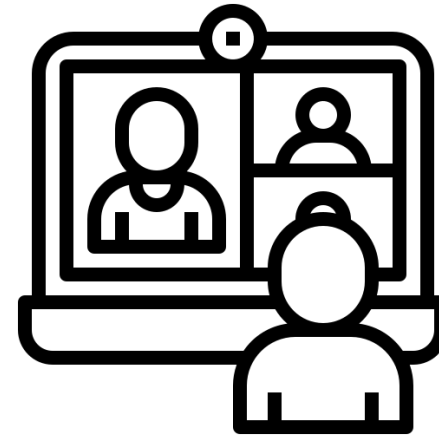
Interview Tips



Before the interview...



Research the organisation and look up your interviewers on LinkedIn



Prepare for the interview, if you're interviewing virtually think about your internet connection, audio (wear a headset) and your zoom background!



Questions for them: think about what you want to know about the organisation



Preparing for Interview Questions

Tell me about a time...

- Persuaded someone to do something
- Solved a small problem before it turned into something large
- Worked well in a team
- Worked in a team where not everyone was putting forth the same amount of effort
- Showed leadership amongst your peers
- Learned a new skill in order to advance your personal development

THANK YOU!

