

CREATE A WINNING CV

STRUCTURE

Contact Details

- ✓ Put your name at the top of the first page, followed by your contact details
- ✓ Remember to include your mobile number and only put an email address if you check it regularly
- ✓ Include a personal profile, summing up your strengths, but ensure you stick to skills that you can demonstrate at interview – avoid clichés

Education

- ✓ Only detail relevant qualifications. Do you really need GCSEs on there?
- ✓ Always list your educational history and achievements in reverse order with the most recent first

Work history

- ✓ Include employer's name, dates of employment and job title
- ✓ The more recent your career history, the more relevant, especially the last 10 years – make sure this is the most detailed
- ✓ Include specific projects, level of involvement, key responsibilities and career progression
- ✓ Avoid gaps – if you took a year out, did voluntary work or freelance assignments, say so – otherwise, employers can suspect the worst

Interests

- ✓ Keep this section succinct
Can you match some of your interests to the company's culture?

PRESENTATION

- ✓ Use a standard 10-12 font size with no italics or decorative fonts
- ✓ If the CV is being printed, use a good quality plain white paper
- ✓ Limit your CV to two pages (where possible)
- ✓ Use bullet points to avoid paragraphs
- ✓ Do not title it CV
- ✓ Do not include your date of birth, sex or marital status

DOUBLE CHECK YOUR CV

- ✓ Check your CV carefully – always run a spell check over it and re/read to check it also makes sense
- ✓ Give the description of the role that you are applying for to a friend and then ask them to review the CV. This will be a good test to see how easily your CV can be matched to the job description
- ✓ Remember, your CV is the first impression your potential employer will have of you. Take the time to get it right. You may not have a second chance.



University
of New York
in Prague

OWN THAT JOB INTERVIEW

INTERVIEW ADVICE

Be prepared

- ✓ Do your homework on your potential new employer. Visit their website and Google them to find out all you can about them, the industry they work in and their competitors
- ✓ Familiarize yourself with the job specification so that you can clearly demonstrate how your skills meet their requirements
- ✓ Know who it is you are meeting, where and how to get there, ensuring you leave plenty of time for the journey

Your first impression

- ✓ First impressions are vitally important, especially your appearance – even if the employer has a relaxed dress code. So make sure you're smartly dressed as it'll show how much importance you place on the company and the position on offer
- ✓ If faced with multiple interviewers, make eye contact, smile and carefully remember their names so that you can address them throughout the interview
- ✓ If the sun is in your eyes or the chair is wobbly, say something rather than squirm and fail to concentrate

Questions to you

- ✓ Relax – imagine you are having a conversation with someone you know
- ✓ Listen – sometimes people get so caught up in their feelings they forget to actually listen to the questions. Slowing the pace will help you hear the questions and answer them correctly
- ✓ Accepting a drink of water will allow you some extra thinking time when faced with difficult questions. Just taking a sip will allow you to work out exactly what you want to say
- ✓ Body language demonstrates how comfortable you are with your subject matter – if you are enthusiastic about what you are saying, smile and let your hands do the talking. But don't overdo it
- ✓ Look at who you are talking to but don't exclude other interviewers present
- ✓ Always be positive and whenever possible, go beyond a simple 'yes' or 'no'
- ✓ If you said something you didn't mean and are worried it could damage your chances, simply rectify it by restating what you really wanted to express. Don't hold back, it could be your only chance to get that point across

YOUR QUESTIONS TO THE INTERVIEWER

This is a chance to show your enthusiasm and interest. It is crucial to have several questions prepared in advance. These could include:

- ✓ What are other people in the department like?
- ✓ How would their roles impact on mine?
- ✓ What would my core responsibilities be?
- ✓ What scope is there for taking on extra work or being involved in other aspects of the company?
- ✓ What are the company's future business plans?
- ✓ Demonstrate your research by asking relevant questions e.g. 'I hear you have just won several new projects, would I be involved in any of these?'

Conclusion

- ✓ If you are still keen on the role at the end of the interview, reinforce this before you leave. Ask the interviewer about what happens next, when a decision will be made and always thank them for seeing you

Post-interview action

- ✓ If you are using a recruitment agency, call your consultant to give your feedback immediately after the interview