CVs, Covering Letters and Interview Skills

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October 14th, 2017

Agenda

- Introduction
- CVs
- Covering letters
- Break (9:00am for 10 minutes)
- Interview skills
- Finish 10:10am

Aim of the session:

To learn how to create a high quality CV and Covering Letter.

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Intended Learning Outcomes

By the end of the session the group should be able to:

- Identify at least 5 things they could do to make sure their CV is of a high quality.
- Identify at least 3 things they could do to make sure their covering letter is of a high quality.
- Identify at least one website where they can get more information on CVs and covering letters.

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What is a CV?

- Curriculum Vitae: the course of one’s life.
- An outline of education/work.
- A marketing tool to sell yourself.

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When should you use a CV?

- To apply for an advertised vacancy that asks for a CV.
- To apply speculatively.

They are also a useful source of information for when you are completing job application forms.

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What should be included in a CV?

- Your contact details.
- A personal profile (optional).
- Employment history/work experience.
- Education/training.
- Skills/achievements.
- Interests.
- References.

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How should a CV be laid out?

Various formats – see the following websites and links for examples

1. http://career-advice.careerone.com.au/resume-cover-letter/sample-resume/sample-resume-chandler-macleod-a/article.aspx

2. https://www.monster.co.uk/career-advice/cv-writing-tips/cv-templates

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What makes a good CV?

Do

- Use a clear fonts like Verdana, Arial, Calibri or Times
- Use bold and larger font to highlight your name and headings.
- Have a sensible email address.
- Highlight your skills and achievements.

Don’t

- Use fonts that are difficult to read.
- Have an unprofessional email address.
- Just list skills without providing evidence/examples.
- Have more than 2 pages.

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What makes a good CV?

Do

- Target your CV towards the job you are applying for.
- Use bullet points to make the CV easier to read.
- Check spelling and grammar.
- Give relevant dates e.g. in employment history.

Don't

- Leave lots of white space.
- Include your primary school.
- Waffle.
- Send a CV without a covering letter.

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What makes a good CV?

DO

- Print in black ink, on one side of each sheet of A4 size paper
- Don’t forget to update your résumé regularly

Don’t

- use multi-colored text or too many different font sizes. Italics, underlining, shading, graphics and vertical/horizontal lines or boxes are also best avoided.
- Don’t include too much personal information

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What makes a good CV?

Do

- make sure to have both electronic and print versions of your résumé

Don’t

- use a PDF format for your resume, especially for less IT-heavy industries, as some software won’t be able to read it easily. Most companies prefer Word (.doc/.docx) files wherever possible.

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Covering Letters

Activity

In pairs discuss:

- Why should you send a covering letter with a CV?
- What should you include in your covering letter?

What should I include in a covering letter?

- Why you are writing.
- Why you want the job.
- Why you are interested in the company.
- Sell your main skills/achievements relevant to the role.
- What you would like to happen next.

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How should I set out a covering letter?

- Look at the handouts on examples from the website and link below.

https://www.monster.com/career-advice/cover-letter-resume/cover-letter-samples

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What makes a good covering letter?

DO

- Find out the name of the person you need to write to.
- Research the employer and show that you know something about them.
- Highlight your key skills/experience related to the job.

Don’t

- Just repeat what you have put in your CV.
- Write more than a page.
- Use the same letter for different jobs/companies.
- Send a letter containing spelling mistakes.

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Summary

CVs

- What they are.
- What should be included.
- How to set out a CV.
- What makes a good CV.

Covering Lettering

- Why you should send a covering letter.
- What should be included.
- What makes a good covering letter.

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Any Question?

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Aim of the session

- To help you to be successful at interviews.

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Learning outcomes

- Identify answers to some common interview questions.
- Identify some questions you could ask at interview.
- Identify at least one website where you can get more information on interviews.

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Interview Skills

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Look at each slide very carefully!

- In your teams you will have only a few seconds to choose the correct answer about interview common sense.

- Good Luck!

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Q1 You are getting ready for your interview. What do you choose to wear? (Write the correct letter down)

A

B

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Q2 Or…if you are male…

A

B

C

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Q3 You have chosen your footwear. What about the rest of your clothes?

A

B

C

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Q4 Or…if you are a woman…

A

B

C

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Q5 You know that small details can make a difference. How would you advise a friend to do her nails?

A

B

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Q6 What else should you do before the interview?

- Check directions. **A**
- Leave home in plenty of time **B**
- Read a little bit about the employer **C**
- Practice interview questions **D**
- Go out with your friends the night before and get home late **E**

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Q7 These employers are discussing the sort of person they would want to employ. Write down three things which all employers would want from an employee.

Yes. I would like to see someone who…

We should be looking for someone who is…

It is really important that…

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I'm not going to get the job – I'm terrible. A

I'm definitely going to get it. I'm great. B

I hope I'll get the job. I've prepared really well. C

I don't like it here. D

Q8 Who has the best attitude?

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Q9 You have arrived! Which of the following expressions would be the best as you greet your potential employer?

A

B

C

D

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Q10 Which greeting is the best?

Hi A

Good morning/afternoon B

All right mate? C

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Q11 Which of these answers would be best?

Not really. I got lost **A**

Yes- no problem. **B**

Don't know really. **C**

Thank you for coming. Did you find us easily?

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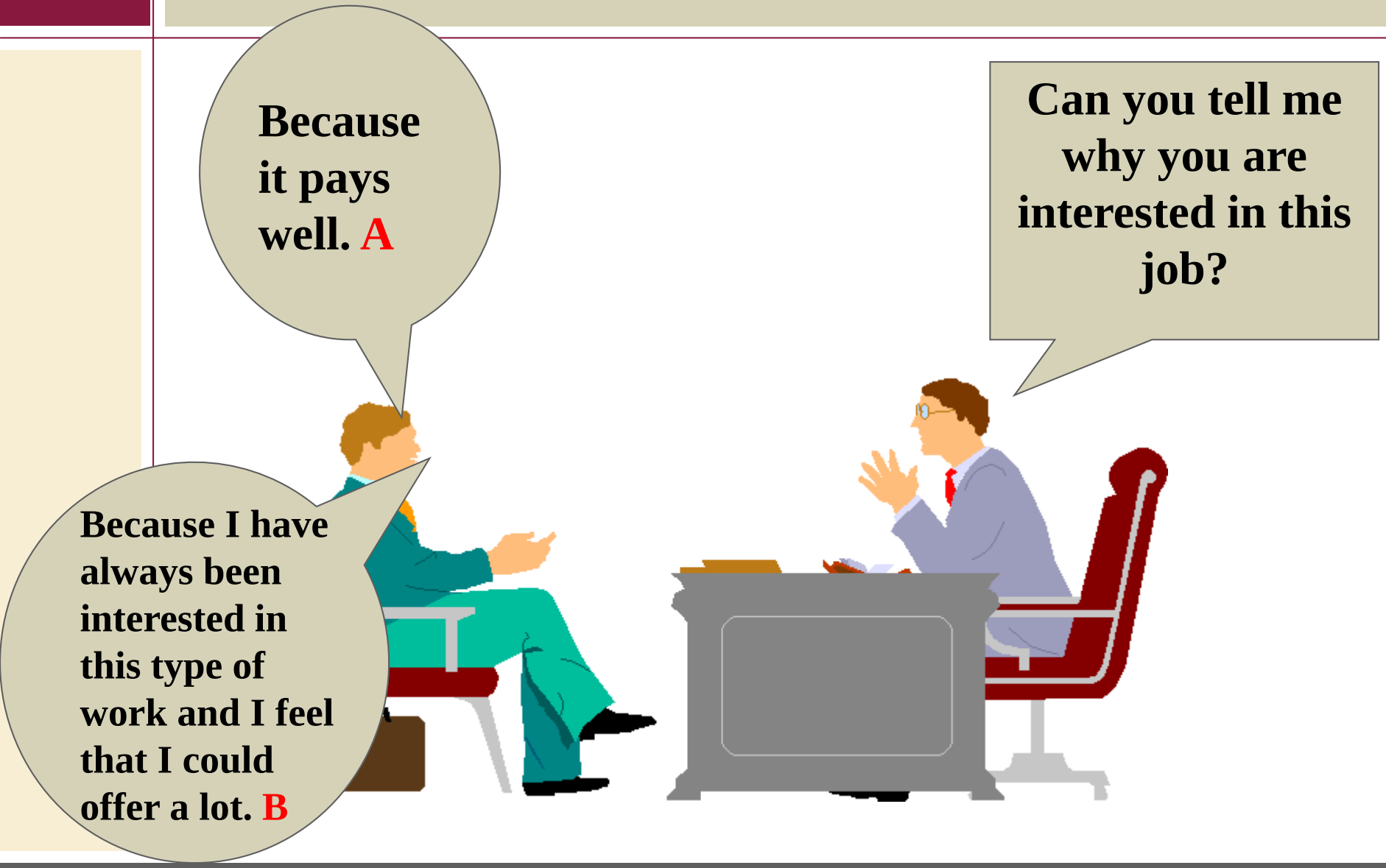
Q12



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Q13 Bonus point!

Think of three things which are wrong with this prospective interviewee!

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Q14 In your team, write down a good answer to this question.

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Q15 Which is the best answer?

Tell me something you are proud of.

- When I worked really hard and achieved grades I was proud of. **A**
- When I told my teacher/boss what I thought of him/her **B**
- Dunno **C**

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Q16 What does this question mean?

A. Can you read well?

B. What computer applications can you use?

C. Do you use the computer a lot?

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Q17 Write down a good answer.

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Q18 Finally…

Take two minutes to discuss with your team and then write down a question you could ask an employer at an interview ?

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What makes a good interview

- Preparation!
- Arrive in good time.
- Turn off your phone!
- Smile and shake the interviewers hand.
- Be prepared to give answers to common interview questions.
- Ask a couple of questions at the end.
- Sell yourself.
- Thank the interviewer for their time.
- Ask for feedback.

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Further help

- **Visit website**

http://career-advice.careerone.com.au

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Job Interview Questions and Answers

- **Visit**

https://www.thebalance.com/job-interview-questions-and-answers-2061204

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Top 10 Interview Questions and Best Answers

- **Visit**

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QUESTION?

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