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Applying For Jobs: CVs and Interviews



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Writing a CV

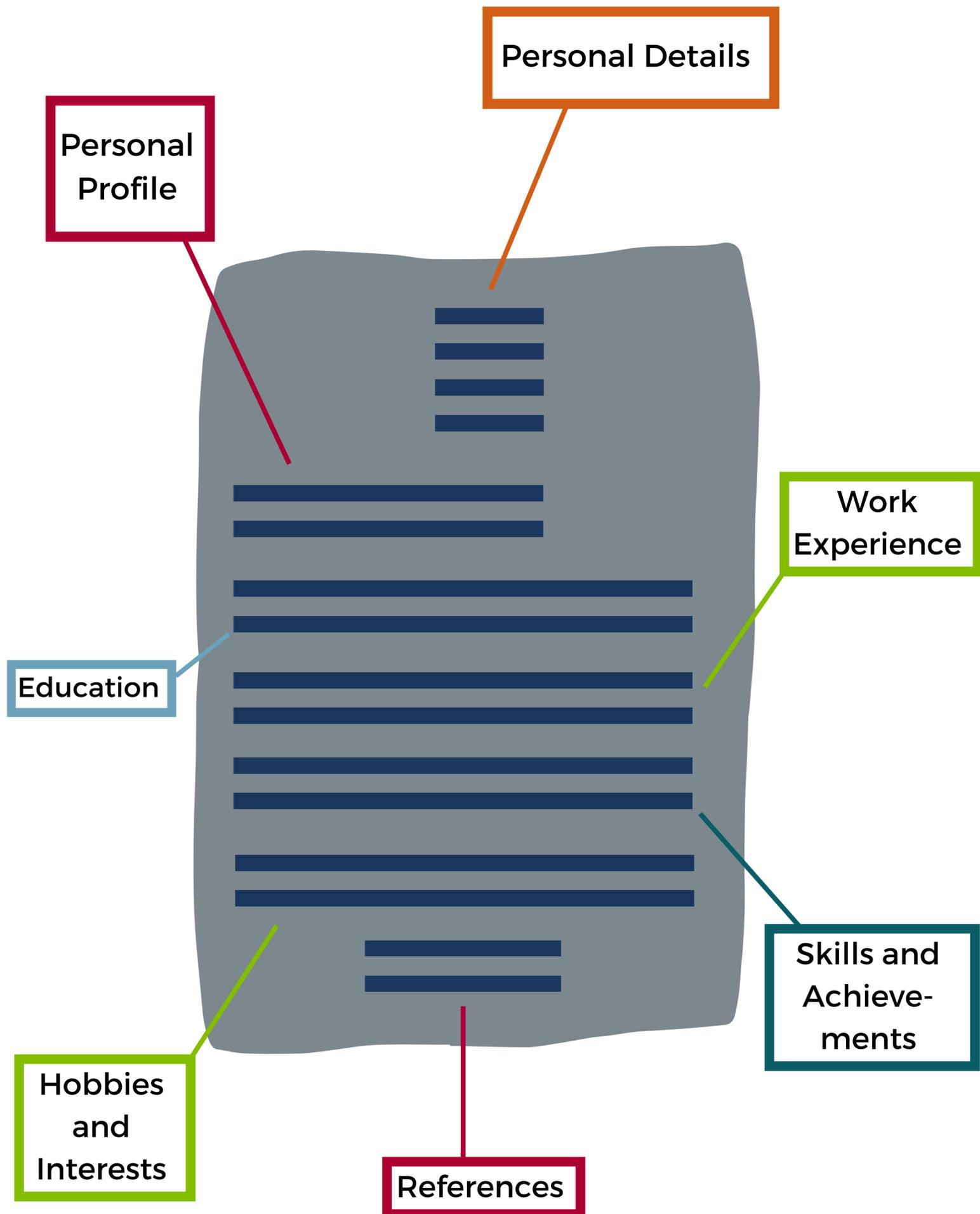


A Curriculum Vitae, abbreviated to CV, is a document used to sell yourself when applying for a job. It is not an essay but a summary of the qualifications, experiences and achievements you have gained that make you suitable for employment.

What to include

- **Personal Details**
Your name, address, mobile number and email.
- **Personal Profile**
A short and snappy statement highlighting your key attributes and most relevant skills and qualifications.
- **Education**
This is a list of all the qualifications you have gained whether in education or through workplace training.
- **Work Experience**
A list of all your work experience, including a summary of your role and the skills gained.
- **Skills and Achievements**
This is where you list any key skills you have that are relevant to the role you are applying for.
- **References**
The details of at least two people who the employer can contact to confirm what you have said in your CV.

Writing a CV



Our Top Five Tips For Writing a CV



Always spell check. If employers have to choose between hundreds of applicants a simple spelling mistake could be enough to move your CV to the 'no' pile.



Don't lie! Interviewers will ask you about the work experiences you mention in your CV and will notice if things do not add up.



It is not essential to add a hobbies and interests section, but if you do try to use it to show how well you would fit into the company. For example, being on a football team indicates you work well in a team.



Try to keep your CV to a length of 1-2 pages. Employers can receive hundreds of applications for one job so want to find the information they want quickly.



Nowadays a lot of jobs will google search you. It is ok to include social media accounts in your CV but be careful what content you are sharing.

Interviews



Preparing for an interview can be a difficult task. There is no way to be able to predict all the possible questions you could be asked!

However, most interview questions can be categorized, making it easier to make template answers.

Career Goal Questions

'Where do you see yourself in five years time?'



These questions are most commonly aimed at graduates. Prepare by setting yourself a couple of long and short term goals and think about how these may benefit the company you are applying for.

Character Questions

'Who is someone you admire and why?'



Employees ask these questions so they can gain insight into your core values and whether they match their organisation. When answering these questions focus on how these qualities are important for the work place.

Interviews



Skill-Based Questions

'Explain how ___ works?'

These questions are so interviewers can gauge your experience within the industry you are applying to work for. This doesn't have to be from practical experience but can include theoretical experience learning about it or engaging in workplace shadowing.

Creative/Nonsense Questions

'If you were a biscuit which one would you be?'



These questions can throw you, but try to stay calm as there is no right answer. These questions are used to see how you work under pressure and test your ability to be creative. Rather than focusing on choosing the right answer think about why you chose your answer.

Competency Questions



'What would you do if an angry and dissatisfied customer confronted you?'

These questions focus on how you would handle common scenarios you may encounter in the workplace. The best way to answer this is using the STAR technique.

STAR Technique



When under pressure in an interview it is easy to give a rambling answer.

This easy mistake can be avoided by using this easy technique!



STAR Technique

SITUATION



Describe the situation you were in and some brief context to what you were doing.

TASK



Building on the background you've given, now outline the task at hand and what your responsibility was.

ACTION



You then describe how you completed or worked towards completing the task. Remember to focus on what you particularly did if it was a team task.

RESULT



Finally, explain the outcomes or results that occurred due to your actions. You can also say what you learned or will do differently next time.

Tell me about a time you had to deal with a difficult situation and how you were able to handle it?



During university I worked as a student ambassador. On open days I showed prospective students and their parents around, and then took them to pick up complimentary packed lunches.



A family approached me after a tour and was upset as they had not been given their requested dairy free packed lunch. They felt this was a sign the university would not be inclusive and understanding of their child's allergies.



I assured them it was a mistake and took them back to find the right bag. I then asked the kitchen staff to bring over a typical weekly menu, so they could see the great variety of food their child would be able to choose from each day.



The family were impressed with the choices and how we had gone out our way to reassure them. Furthermore, the young person told me they would be putting my university as their 1st choice on their UCAS form!.

Our Top 5 Interview Tips



Aim to arrive early. This gives a good impression to the organisation you are applying to and gives you time to calm down and focus your mind before you start.



Whether you are driving, walking or taking public transport make sure to plan your route carefully. Remember to factor in the typical levels of traffic you may encounter at that time.



Always ask for a number you can call if you are running late.



Ask for a dress code if you are not provided with one. If you are applying somewhere like a farm they might want to show you around and you want to make sure you have appropriate footwear with you.



When you arrive assume the interview starts. Don't give a bad impression to any reception staff you encounter while waiting for your interviewer.

USEFUL LINKS



WRITING A CV

[PROSPECTS - How to write a CV](#)

[UCAS - How to write a Student CV](#)

[PROSPECTS - Top 7 CV Mistakes](#)



PREPARING FOR AN INTERVIEW

[PROSPECTS - Interview Tips](#)

[MAKE HAPPEN - Mock Interview Hacks](#)

[INDEED - Common Interview Questions](#)



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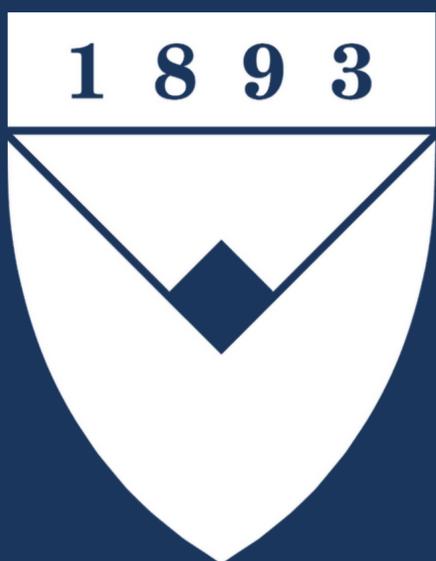
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