



*Everyone's London 2012*



## CV Hints and Tips

Once you have identified an opportunity you are interested in applying for you must:

- Ensure that your CV is tailored to the Person Specification – it is important to make your CV as relevant to the opportunity as possible – cover all points.
- Think about what transferable skills you may have and remember that skills and experience gained in voluntary work, overseas, or in your private life are just as relevant as those gained in a paid job.
- Do not leave large chunks of time unexplained on your CV.
- Do not put on the CV your Date of Birth or National Insurance Number
- **Always** put bullet points on the first page of the CV that directly relate to the key skills and qualifications asked for in the job description. Employers don't have time to work out whether your skills match their requirements – Do not assume that the employer knows what you did as a cleaner or shop assistant – You must make it clear on your CV.
- Ensure that there are no mistakes on your CV.
- Upload your CV against the role you are interested in.
- Don't wait until the closing date to upload your CV.

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## Interview Techniques

### Preparing for interviews

Research, research, research: Find out as much about the company as possible – its people, its products, services and mention some of the things you have found out. The web is a great way to research such information.

### The basics:

- Turn up on time
- Bring any documentation that has been requested
- Look smart and presentable
- Remember your interviewer's name
- Eat a light snack a while before to stop "rumblings"
- Be prepared for group session assessments or interviewed by more than one person

### Make an impression:

- Don't talk too quickly
- Keep eye contact
- Come with some questions prepared and try to relax and smile!

### Do's and Don'ts

#### Do's:

- Be positive, sit up straight and keep arms uncrossed
- Listen and look interested!
- Concentrate and make frequent eye contact
- Reply to questions clearly and concisely
- Remember to turn off your mobile phone
- Do some research on the company before your interview. (visit a store and checkout the website)

#### Don't:

- Be late – arrive 10 minutes early
- Criticise current or previous employers
- Interrupt the interviewer – although they may interrupt you

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- Be afraid to sell yourself – you want this job!
- Get stressed! You have the skills and experience, relax and be yourself

## Questions the you may be asked:

- Why do you want to work for this company?
- What excites you about the Olympic Games?
- Tell me about your experience working in customer service for example?
- What can you bring to this position?
- How would you describe yourself?
- Tell when you have worked in a busy environment?
- What experience do you have working in a team?
- When have you had to meet a deadline to get the job completed?
- Do you have any questions about the job?