



# GETTING THAT JOB

Getting a job isn't always easy and you may have had a few knock backs already.

Follow the hints in this booklet and you'll find it a lot easier.

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## So how do you get that job?

You need to be able to convince the firm that you're the best one for the job, and the one they can't afford not to employ. In other words you need to 'sell' yourself to them. And to do that you'll need to:

- Have an up to date CV.
- Write a decent letter of application.
- Be able to fill in an application form properly.
- Be able to make an appointment for an interview on the phone.
- Wow them at the interview.

All of these are examples of 'selling' yourself, and you'll need to be successful at them just to get an interview. And remember you will need to be persistent too.



## CV

**CV stands for curriculum vitae and basically it's a brief document that outlines who you are, what qualifications and skills you've got. You probably did a CV at school - but is it still up to date? It's a must, as it will tell an employer very quickly if you're the person they are looking for.**

- First impressions count - employers are busy and don't have a lot of time to read a CV, so make it easy and quick to read.
- Keep it short - no more than two sides, preferably less.
- Focus on what you have to offer the employer. This could be your education and qualifications, your work experience and/or your interests.
- List work by putting your most recent job first. If you've not had much work experience include school work experience and any part time or casual jobs.
- Give brief details of your hobbies and interests - be honest.
- Include referees, like your school or an employer. (Ask them first).

**Did you know that you could use the computer in your Connexions Centre to prepare your CV?**

# Curriculum Vitae

## Here's a sample CV:

**Name:** Jan Simpson

**Address:** 96 Ackroyd Road, Anywhere, AN17 4JG.

**Tel:** 0432-156897

**Email:** jan.s@needsajob.net.co.uk

### **Education:**

2003 - 2008: Dalebeck Business & Enterprise College

**Qualifications - GCSE's:** English Language C, Business Studies (Applied GCSE) B, Mathematics D, ICT (BTEC Dip) Dist\*, Double Science DD, Access (Citizenship) Short course E\*\*, French F, Religious Education Short course D\*\*, Geography C.

\* = 4 GCSEs (A-Cs). \*\* = ½ GCSE.

### **Work experience:**

July 2008 – current: Baxters Lettings Agency: General office duties including filing, faxing, computer inputting, dealing with customers in person and by telephone.

2007: I spent two weeks on school work experience in a solicitors where I filed, used a photocopier, and used a computer to prepare letters.

### **Hobbies and interests:**

I enjoy using my computer and setting up databases.

### **Referees:**

Mrs J Asquith - Baxters Letting Agency.

Mr Owen Headteacher – Dalebeck Business & Enterprise College.

## Tips On Letter Writing

A lot of jobs will require you to apply in writing or you might need to write 'on spec' to a firm asking for work, so you need to get this right. Either way you should send it with your CV or the company application form.

- If you know the name of the person you're writing to start it with 'Dear Mr Smith' and end it 'Yours sincerely'. If you don't know their name start it 'Dear Sir/Madam' finish it 'Yours faithfully'.
- You can hand write or word process your letter. Keep it brief and to the point - do it in rough first and check it for spelling mistakes.
- Make sure you include your full address and telephone number.
- Sign your letter and then PRINT your name below.
- Use white or a pastel unlined paper.
- You can use a computer but the letter must be laid out correctly.

## Sample Letter

96 Ackroyd Road  
Anywhere  
AN17 4JG

Tel: 0432 156897

12th December 2008

Sally Abbott  
Human Resources Manager  
Acorn Estate Agency  
24 High Street  
Anywhere  
AN1 2HJ

Dear Ms Abbott

I would like to apply for the position of Administration Trainee that is advertised on cnx2jobs.

Since leaving school I have worked in a Lettings Agency doing office and administrative tasks. I enjoy clerical administrative work and am keen to do an NVQ in Administration.

I have enclosed a copy of my CV and look forward to hearing from you. It will be possible to get a reference from my employer and head teacher.

Yours sincerely

*Jan Simpson*

JAN SIMPSON

## Spec Letter

96 Ackroyd Road  
Anywhere  
AN17 4JG

Tel: 0432 156897

12th December 2008

Human Resources Manager  
Acorn Estate Agency  
24 High Street  
Anywhere  
AN1 2HJ

Dear Sir/Madam

I would like to be considered for any positions you might have for an Administration Trainee within your group.

As you can see from my CV I am working in an administrative post currently, and I am keen to continue in that area of work and to do an NVQ in Administration.

I hope that you will be able to see me. I can be contacted at my home address or by phone or email.

Thank you

Yours sincerely

*Jan Simpson*

JAN SIMPSON

## Tips on completing Application Forms

Application forms can look daunting, but they are just another way the employer can work out whether you are the right person for the job, so take care and practice.

- Make a copy of the form before you fill it in and use this to practice on.
- Use black ink or biro.
- Follow the instructions and answer all the questions.
- Where you are asked to describe your experience or job, think about what the job involves and how you measure up. Take care to give enough information. Try describing a typical day.
- If you have a particular experience that applies to the job mention it.
- Use a plain piece of paper if you need more room, and the instructions allow you to do that.
- Sign and date it and keep a copy - it'll help you at the interview.
- Send it off in good time.

**Did you know that the Connexions Centre has application forms? You could ask for one to practice on.**

## Tips on using the Telephone

You might need to phone about a job so it's important to get organised so that:

- You know the name and number of the employer.
- You know who to ask for.
- You know what you want to say and ask them.
- You have a pen and paper handy to make notes.
- Your mobile's charged up, or you have spare change or a phone card if you're using a call box.

If the person you need to speak to is busy ask for a convenient time when you can call again, and give your name to the person you spoke to.

**Need some practice?  
Ask your Personal Adviser  
they will help you.**



# Interview Preparation

**It's important to prepare for your interview so you give it your best shot. It will help you feel more confident on the big day. It sounds like hard work but a lot of it's commonsense.**

- Find out as much about the organisation as you can - they may have a website you can look at.
- Your clothes should be clean and tidy.
- Make sure you know where you are going, you could try finding the right place before the day of the interview.
- Allow yourself plenty of time to get to the interview.
- Take a copy of your application form or CV with you, and a file that records your achievements if you have one.
- Be pleasant and polite, and don't chew gum.
- Look at the interviewer when you're speaking to them, and speak clearly.
- Be positive about yourself and the job, and avoid answering 'Yes' or 'No'; be honest.
- If you've done the same type of work before say so. If you've not then let them know that you're willing to learn.
- Don't complain about your previous employer.
- Think about what you might be asked, and think about what you want to ask them.

# Interview Preparation Questions

To help you prepare, here's a list of questions you may be asked at the interview:

- Why do you want this job?
- What do you think is involved in this job?
- Why do you want to work for our company?
- What do you know about our company?
- What skills/experience do you have that will help you in this job?
- What are your strengths and weaknesses?
- Tell me about yourself?
- Tell me about your last job?
- Do you have any questions?

**It's always a good idea to write down a few questions to be able to ask at the end of the interview. Here are a few ideas:**

- Can you tell me a little bit more about the job?
- What training will I be given?
- Can I see where I will be working?
- Who will I be working with?
- When will I find out if I've got the job?

**Always thank the interviewer for their time and say you look forward to hearing from them.**

## Using Your Connexions Centre

If you need some advice on looking for work or deciding what careers are right for you then the Connexions Centre is the place to go.

### *You can:*

- Talk to one of our Personal Advisers about what jobs and training are available.
- Ask them to help you fill in an application form or talk to you about writing a letter or updating your CV.
- Use the CV program on the computer in the Connexions Centre and print off copies of your CV.
- Use the computer, or the library to find out about different jobs and whether they'd suit you.

### *Try using:*

- The Kudos program – you answer some questions about your interests and get a list of jobs that might suit you.
- The Careerscape or KeyCLIPs programs to find out what jobs involve doing, (they have videos and interviews of people doing jobs). If you prefer you can take away CLIPS leaflets on different jobs from the library.
- **www.cnx2jobs.com** our website for the latest vacancies in Greater Manchester.

## Your Personal Adviser

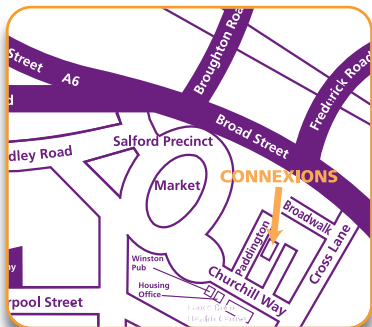
Make a note of your Personal Adviser and their phone number; you never know when you'll need to contact them.

**Personal Adviser:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

And remember when you get that job let your Personal Adviser know – they'd be interested in what you're doing and how you're getting on.





### SALFORD CENTRE

Salford Opportunities Centre,  
2 Paddington Close,  
Off Churchill Way,  
Salford,  
M6 5PL.

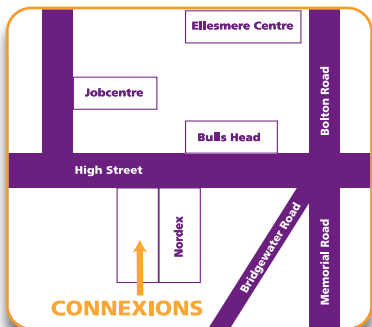
### OPENING HOURS

Mon, Tues, Thurs, Fri:

9.00am - 4.00pm

Weds: 9.00am - 3.30pm

**Tel: 0161 743 0163**



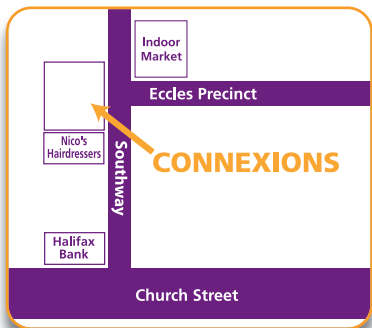
### WALKDEN CENTRE

Unit 3, Old Co op Buildings,  
High Street,  
Walkden,  
M28 3JH.

### OPENING HOURS

Mon - Fri: 12.30pm - 4.00pm

**Tel: 0161 975 7460**



### ECCLES CENTRE

15 Southway,  
Eccles,  
M30 0LJ.

### OPENING HOURS

Mon - Fri: 12.30pm - 4.00pm

**Tel: 0161 788 7057**

## **Need to contact your nearest Connexions Centre?**

**Phone: 084567 13 2 19**

**www.connexions-salford.com**  
**email info@connexions-salford.com**

**You can contact a Personal Adviser out  
of hours at Connexions Direct:**



**Tel: 080 800 13 2 19**

**Text: 07766 4 13 2 19**

**www.connexions-direct.com**

**If you would like this booklet in a  
different format please ask.**