

### **Top tips for C.V's:**

- Remember to list all of your skills and qualifications, no matter how relevant you think they are to the post you are applying for
- Be proud and list any personal qualities that you have
- Remember to list your educational history, including extra curricular activities
- List all jobs and prior work experience you have had and include references from former employers
- When talking about your interests and hobbies note any clubs or groups you are in or have been part of
- Be sure to include your contact details; address, phone numbers, e-mail
- In your personal statement remember to explain why your personal qualities are helpful in a workplace situation. For example: "I have always been confident when speaking in public and don't get shy very much, this comes in useful when I have to give presentations."

### **Top Tips for interviews:**

- Respond quickly to questions and answer thoroughly
- Stay on topic and don't lose track of what you're saying
- Be confident, not cocky
- Be polite
- Dress smartly/ appropriately
- Research as much as you can about the job before you go to the interview
- Remember your manors, thank them for the opportunity at the beginning and end of the interview
- Use your body language, don't slouch or lean, good posture is important and makes you look professional
- Check your C.V for mistakes before the day so that you have time to edit it if you need to
- Ask questions about aspects of the job you are interested in as this can show off your enthusiasm
- Role play. Ask a friend or someone with more experience than you to sit down and role-play the interview with you. This can be helpful as it allows you to consider your answers after you have said them out loud and gets you a bit more prepared.

### **Top Tips for Job-Hunting:**

- Connexions: [www.connexions-direct.com](http://www.connexions-direct.com), can help you find a job, compile your C.V, give you tips for interviews, give you information on grants and loans and much more.
- Jobseekers.direct.gov.uk has all the latest jobs on offer from the job centre.
- Try applying to all your local facilities such as café's, bars, restaurants, supermarkets, factories, public services, before you look outside your area
- Look online on the companies websites for the latest vacancies
- Search your local paper
- Apprenticeships are great because they offer a qualifications as well as practical experience, look online at [bigambition.co.uk](http://bigambition.co.uk) or [apprenticeships.org.uk](http://apprenticeships.org.uk)
- Keep your ears open for news of vacancies at your friend's workplaces
- Drop off your C.V in person and ask to speak with the management, tell them a little about yourself and show that you are keen

### **Top Tips for Presentations:**

- Don't pause too much when speaking
- Remember to speak clearly
- Refer to your Power-Point / visual aids to help break down concepts and ideas. These are good for clarifying information and giving important details further explanation
- Plan your presentation well before hand
- Keep humour appropriate to the audience
- Keep to the point- don't go off on a rant and lose track of details as you may lose your audience.
- Don't repeat yourself-unless using repetition as a tool is what you intend to do in order to highlight a specific point or theme
- Remember to breath and don't rush your words-speak slowly and clearly
- Mode of address- use language relative to your audience. Think before hand how best to address your audience within the context of your presentation
- Dress to impress
- Don't use too much text on screen or on handouts, summarise in your own words so that your audience don't have to keep reading and you retain their attention
- Practice before you perform so that you are clear on the procedure and can edit your presentation so that it goes smoothly when doing it for real

### **Top Tips for Saving Money:**

- Limit your spending to essentials and only a few treats once a week maybe, depending on what you can afford
- Have a target that you save towards for example; a new outfit, a games console or a holiday
- Plan your shopping list in advance and shop around to get the best deals available. A lot of supermarkets have different products on offer at different times so check websites and look out for T.V adverts offering you savings
- Use a bank account with a high interest rate; ALWAYS look around before starting a new account. Quite often if you have a meeting about starting a new account if you bring quotes from other banks then they sometimes offer you better terms
- Keep accounts of your spending so that you can review and reflect on where you could be making savings

### **Top Tips on Preparing for an Interview:**

- Prepare your answers for any typical questions that you are likely to be asked
- Make sure you paint yourself in a positive light
- Be confident, don't panic and remember to breathe so you don't get out of breath and muddle your words
- Maintain eye contact when answering questions (but don't start a staring contest!)
- Be aware of your body language and posture, these are easily looked over but a good posture can help you look more professional and gestures can give your words more of an impact
- Be honest about yourself
- Practice by doing mock interviews with family or friends

### **Questions you may be asked in a job interview:**

- Why do you think you would be good at this job?
- What would you say you are not very good at?
- What skills do you have and how would these help in the job you are applying for?
- What are your interests outside of work?
- Have you had any prior work experience?

- What personal qualities do you have that you think would be positive in a work situation?