

CV WRITING & INTERVIEW TIPS

Social Media

Social Media is a very popular platform for recruiters to advertise their job vacancies. When looking for a new opportunity its wise to follow the jobs groups covering your local area. If you choose to do this, its probably a good idea to make sure you don't have anything you wouldn't like potential employers to see on your page!

Follow **Red Rhino** pages to keep up to date with our vacancies by clicking the icons below.



What is a CV?

Your CV, short for curriculum vitae, is a personal marketing document used to sell yourself to prospective employers.

It should tell them about you, your professional history, skillset, abilities and achievements. Ultimately, it should highlight why you're the best person for the job.

A CV is required when applying for a job. In addition to your CV, employers may also require a cover letter and a completed application form.



What to include on your CV?

While the structure of a CV is flexible, bending to your unique skill set and experiences, there are particular sections that employers expect to see on your CV regardless.

Here are the sections you must include in your CV:

- Name, professional title and contact details
- Personal Profile
- Experience and employment history
- Education and qualifications



Additional Sections

There is a range of additional sections that may strengthen your CV and highlight your skills.

Here are just a few you can include if you have room:

- Key Skills
- Hobbies and interests
- References



Formatting & Spacing

If you're unsure of how to format your CV, it's worth downloading a few CV templates to familiarise yourself. Formatting and spacing your CV is just as important as the content.

Here are some formatting & spacing tips to bear in mind:

- Length (try to keep to two pages)
- Headings
- Font type
- Font size and page margins
- Proofreading and consistency



Interviews

Once you get through to this stage there are 3 things the interviewer will be looking for;

- Are you capable of doing the job?
- Do you want the job?
- Will you fit in with the team/company?

Top 10 Preparation Tips

1. Look the part.
2. Arrive on time/slightly early.
3. Practice a CV run through.
4. Ask questions.
5. Try to remain calm.
6. Believe in yourself.
7. Answer questions with confidence.
8. Vary your pace, pitch and tone.
9. Keep eye contact with interviewer.
10. Be ready for typical scenario questions.

