

MC Personnel CV Tips!

This is the first time a potential employer will see what you have to offer. Your CV must have impact within the first 30 seconds of anyone reading it. So getting right is critical to your success!

Key Factors to a Good C.V

- Remember - Keep it simple: i.e. avoid colour, pictures and fancy fonts
- Your CV should not stretch over more than 2 pages
- Be selective with the information and use information that will give maximum impact
- Do use achievements in your career that demonstrate success
- Ensure that all unexplained gaps in your CV are covered
- Using short sentences and bullet points are easy on the eye
- ALWAYS check for typing and spelling errors

Key Factors to the Layout of your C.V

- Personal details - name, address, email and contact numbers
- Personal Profile – provide a few sentences that describe how you are at work this helps a future
- employee see what your qualities are plus what motivates you
- Career History - stick to one format for example company name, dates, job title, job role - this can be done by adding bullet points or short sentences to make it easy to read
- Education and Training – here you will list all your qualifications from school through to University, plus any further training courses you may have taken, dates taken (grades achieved should be shown)
- Hobbies and Interest – a potential employer can then get an idea of what interests you have outside of the office

Should you still require further assistance, we do offer a C.V writing facility, please call for further details....01634 576111 or 01474 566111

MC Personnel's Interviewing Tips!

BE PREPARED

- Find out as much as you can about the company and the position they are offering. (Why not log on to their company website!)
- Punctuality is important - Plan your route and allow plenty of extra time to get to the interview on time!
- Ensure you know who to ask for when you get there.
- Always look smart and professional – first impressions count!
- Although, they should have a copy of your C.V – always take a copy of your CV with you and any relevant certificates – this makes you look prepared!
- Try and get a good night's sleep the night before so you look refreshed and relaxed – sleep deprivation is a killer and can inhibit you from thinking straight!

THE INTERVIEW

Physical

- Look the interviewer in the eye and don't be afraid to smile when it is appropriate.
- If more than one person is interviewing you, always look at and address the person who posed the question but do make eye contact with others in the room
- Sitting up straight with a good posture is important. Avoid crossing your arms, fidgeting, tapping your feet, sprawling or leaning!

Verbal

- Don't use tentative language. Phrases such as 'I feel I could', 'I think I can', 'and perhaps I would'- dilute the strength of your case.
- Don't confine your answers to monosyllabic yes's and no's, which make the interview more like an interrogation.
- Be outgoing but don't constantly interrupt.
- Never answer a question you don't understand. Always seek clarification before answering.

Questions that are often asked

- How would you describe yourself?
- How would your Colleagues or Manager describe you?
- Where do you see yourself in 5 years? (remember; if the position you are going for is a receptionist, don't say you hope to be an astronaut!!)
- What motivates you?
- How do you react when left to work without supervision?
- Give me an example of when you coped well under pressure?
- What are your strengths and weaknesses? (This question is particularly tricky. obviously, you can not claim you are perfect but at the same time you don't want to say anything negative. Try to admit to one weakness and turn it around and show how you have constructively overcome this)
- Why do you think you would be most suitable for this position?

Questions to asked

- Always prepare a few questions in advance
- What are the opportunities for career progression?
- What are the training opportunities?
- How long do you anticipate that a decision will be made?
- Do you have any concerns in taking my application to the next level? (If there is, this will give you the chance to overcome any of the concerns before you leave the interview)
- When the interview comes to a close – always smile and thank them for their time, saying you enjoyed discussing the job and you look forward to hearing from them shortly!

Best of Luck!!!!