

TOP TIPS APPLYING FOR JOBS

When employers ask for applications in writing, you should always send a Curriculum Vitae (CV) and a covering letter.

The CV gives your basic information and accomplishments in no more than two sides of A4! It is the story of your working life and a good CV will help you to cope with all the other forms you will have to complete.

The covering letter explains why you're interested and shows how you would be just right for the job.

Personal Statements

You need to:

- say something about what you do in your spare time
- say something about your successes
- say something about your skills and abilities
- say something about what you are like as a person

You need to:

- think about your hobbies
- think about how you have done in school
- think about your work experience
- think about your responsibilities

You should write in sentences using positive and action words

- have a look at the example sentences below
- have a look at the positive and action words
- have a go at the skills and qualities prompt sheet

Bad examples:

1. "I went to Wilkinsons."
2. "I spent two weeks with my dad's friend"
3. "On my work experience I worked with the Park Rangers. I enjoyed it a lot"

Good examples

1. "I spent my work experience at Wilkinsons where I worked on the tills for part of the time. I enjoyed this because I had contact with a lot of different people."
2. "I spent my work experience with a family friend. He is a plumber and I managed to sample a lot of the skills needed to work in the trade."
3. "I spent my work experience with the Park Rangers assisting them with their duties. This included tending to livestock and keeping the park grounds clean and tidy. I thoroughly enjoyed it."

Speculative letters

It is still possible to enquire about job opportunities with a company even if no vacancies are being advertised. This is called making a 'speculative' approach and people do find work this way. This approach is best used with private companies; vacancies for the public sector like the health service are always advertised.

Don't forget to:

- Include a stamped addressed envelope
- Keep a record of names and numbers
- Follow up your letter with a polite telephone call if you don't get a response.

Using the telephone:

Before telephoning an employer to arrange an interview, enquiring to see if they have any vacancies or to follow up a speculative letter you must:

- Speak clearly and slowly
- Have a pen and paper at the ready
- Check who you need to speak to
- Write down what you are going to say
- Be prepared to leave a message
- Always end your phone call on a friendly and positive note
- Always thank people for their time

Remember when emailing:

- Check you have the correct email address for the person
- Make sure that your email address is professional and grown up. Do not use one that uses your nickname, a private joke or rude words
- Always end your email on a friendly and positive note
- Always thank people for their time

For more information on applications forms visit

<https://nationalcareersservice.direct.gov.uk>