

Getting a job:

A guide to help you find a job

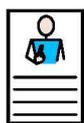


Booklet 2: Writing a CV and attending an interview

Created by Thera East's Employment Group



1. What is in this booklet



CV

This booklet will help you to write a CV and a cover letter. You need a CV to apply for jobs. You may not always need a cover letter.



interview

If the person who is choosing people for the job you applied for likes your CV, they might call you for an interview.

This booklet also tells you about how to prepare for an interview.

Look at the list of pages below to find each section.



contents

1. What is in this booklet.....	1
2. How to write a CV	2
3. How to write a cover letter	4
4. Applying for a job	6
5. Attending an interview	7
6. Contact us	10
7. My notes and ideas	11



If after writing your CV, you need help with looking for the right job for you, please see **Booklet 3: Research - Organisations that can help.**



If you are successful in an interview and get a job offer, please see **Booklet 4: Having a job.**

2. How to write a CV



CV

What is a CV and what should be in it?

A CV (Curriculum Vitae) is a document telling others about you. It helps employers get to know you and to see if your skills and experience would be well suited for the job that they have available. It will help them decide if they would like to invite you along to an interview.



adjust

Make sure that you adjust your CV to the job that you are applying for. You will need to highlight your skills and experience that are relevant for that particular job each time.



include

You CV should include:

- your contact details;
- any previous work or volunteering experience that you have;
- any education or training that you have done; and
- your skills, hobbies and interests.



On the next page you will find an example of a basic CV. You can use this as a template to help you think about what you want to include in your own CV.



website

You can also visit the following websites to give you more ideas on what to include in your CV:

- www.livecareer.co.uk
- www.myperfectcv.co.uk
- www.cv-library.co.uk



support

These will help you if you need any additional support to create your own CV.

2. How to write a CV

An example of a CV



example

My name

My address

My phone number

My email address (if you have one)

Experience

Start date - Finish date

Company name

Your position title

- What I have done in this position
- What I have done in this position
- What I have done in this position

Start date - Finish date

Company name

Your position title

- What I have done in this position
- What I have done in this position
- What I have done in this position

Education and training

Start date - finish date

School name

The name of the degree you earned

Start date - finish date

School name

The name of the degree you earned

Hobbies, interests and skills

What am I good at?

What do I like to do?

How I spend my free time?

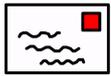
References

Name of person

Contact details

Who they are and where you know them from

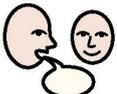
3. How to write a cover letter



cover letter

What is a cover letter and what should be in it?

A cover letter is a letter that you write to your potential employer when you are applying for a job. You give or send your cover letter to your potential employer along with your CV. You can use your cover letter to provide information that is not in your CV, such as why you want the job.



tell

Your cover letter should tell your potential employer

- why you want the position;
- why you want to work for the company or organisation;
- explain some of your previous work or volunteering experience that will help you do your new job; and
- explain why you are the best person for the job.



On the next page you will find an example of a cover letter. You can use this to help you write your own.

3. How to write a cover letter

An example of a cover letter:



example

Employer's name
Position title
Company name
Company address

Your name
Your address

Date

Dear Mr./Ms.

(address a specific person, NEVER "Sir/Madam" or "To Whom it May Concern")

Tell the reader what position you are applying for and why you are interested in the job. Let the reader know that you are familiar with the organisation and what it does, but get right to the point. If appropriate, state how you heard about the work opportunity.

Explain why you are applying for the position or the type of work. Point out any key experience (including work, volunteer or school experience) that you have that you can be useful for you in the position. Keep your paragraphs short.

Describe any other important work history. State that a CV or application is enclosed to give the reader more information. Offer to provide additional information, if needed. Ask for an interview. If appropriate, let the reader know you will be checking back to set up an appointment.

Yours sincerely,

Your signature
Your name

4. Applying for a job



apply

Ways to apply for a job

There are two ways you can apply for a job:

1. In person
2. Online



person

Applying in person:

If you want to apply for a job at your local cafe or shop, it might be possible for you to give the manager your CV and cover letter in person. This can help you make a good first impression and will show the manager that you are keen to work there.



online

Applying online:

Most people apply for jobs through the internet. There are lots of job search websites that you can use to search for a job that you are interested in.



application

Most jobs on the internet will ask you to send the employer your CV and cover letter by email or to upload it to an online platform. Sometimes you might have to fill out application forms online.



library

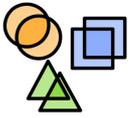
If you don't have access to the internet at home, you can go to the local library or job centre to ask for help. Your Team Coordinator or Community Support Leader will also have a computer and can help you find a place where you can access the internet with it.

5. Attending an interview



like

If your potential employer likes your CV and cover letter and thinks you would be able to do the job, they might offer you an interview.



type

There are different types of interviews:

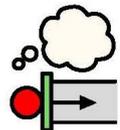
- telephone interview
- one-to-one meetings
- panel interview (this is when a number of different people are interviewing you)
- group activities
- task-led interviews (this is when you are asked to do a task that is relevant to the job you are applying for)



tips

Handy tips

How to prepare for an interview



prepare

- Practice answering interview questions with your support worker or a friend, using the job description.
- Prepare some smart clothes to wear. Make sure they are clean and that they fit you well.
- Find out about the company you are going to have an interview with. You can ask your support worker to help you research them on the internet. At the interview, you can tell the company how much you know about them. This will demonstrate that you really want to work for them.
- Prepare some questions that you will ask at the end of the interview (see the “What to expect” section for sample questions).

5. Attending an interview



interview

At the interview:

- Look smart
- Be polite
- Be organised
- Be professional
- Be confident



notebook

If you want to, you can also take a notepad to the interview. You can use this to write down:

- the questions they ask you in the interview,
- the questions you have for the interviewer, or
- the answers the interviewer gives to your questions.



questions

Interview questions

At the interview you will be asked questions like:

- Tell me about yourself.
- What do you think the job role is?
- Why do you want the job?
- What experience you have that is relevant for the job?
- Why you think you are the best person for the job?
- Have you worked in a team before?
- What is your biggest strength/what is your biggest weakness?
- What is your greatest achievement?
- Where do you see yourself in 5 years' time?
- Do you have any questions?

5. Attending an interview



questions

Your questions:

If the interviewer asks you if you have any questions, it is good for you to ask some. However, when choosing your questions, make sure that the interviewer hasn't already told you the answer previously, during the interview. Below are some ideas for questions you can ask, but you can make up your own:



example

- How long is the probation period?
- Is there any opportunity for training or career development?
- Do you offer any in-work support or can I bring my support worker with me to work if I need to?
- What would you expect from me as an employee?
- When will I hear from you about the outcome of my interview?



important

Please note:

After an interview, you may not always hear about the outcome of your interview. If you are given someone's contact details, you can get in touch with them a few weeks after the interview to ask for feedback.



support

Support at work

If you need support to do your work, such as specialist equipment or changes to your work environment, you should mention this at your interview. Your employer must make certain changes to make sure you can do your work. If you need more support than what your employer is able to provide, you can apply for Access to Work grants. See **Booklet 4, Section 3: Support to do you work** for more information.



6. Contact us



contact

If you have any questions about this booklet, please contact your Service Quality Director, Managing Director or New Support Advisor.



Your Service Quality Director is

Graham Skidmore

Email: graham.skidmore@thera.co.uk

bridie.stanford@thera.co.uk

Tel: 0300 303 1253

Post: Graham Skidmore c/o Bridie Stanford

Thera East, The West House, Alpha Court,

Swingbridge Road, Grantham, NG31 7XT



important

If you email Graham, please make sure that you include his Executive Assistant, Bridie Stanford, in the emails.



The Managing Director for Thera East is

Brenda McLoughlin

Email: brenda.mcloughlin@thera.co.uk

Tel: 0300 303 1253

Post: Brenda McLoughlin c/o Alison Nicholls

Thera East, The West House, Alpha Court,

Swingbridge Road, Grantham, NG31 7XT

6. Contact us



The New Support Advisor for Thera East is

Alex Burns

Email: alex.burns@thera.co.uk

Tel: 0300 303 1253

Post: Alex Burns

Thera East, The West House, Alpha Court,
Swingbridge Road, Grantham, NG31 7XT

7. My notes and ideas



notes

You can use this page to write down any useful information to help you find a job or make notes about what you want to put into your CV and cover letter.

7. My notes and ideas



notes

You can use this page to write down any useful information to help you find a job or make notes about what you want to put into your CV and cover letter.

7. My notes and ideas



notes

You can use this page to write down any useful information to help you find a job or make notes about what you want to put into your CV and cover letter.



INVESTORS
IN PEOPLE

Gold

DRIVING UP
QUALITY

