

HANDOUT 3-A

EDITOR-IN-CHIEF

Read through the following full description of a candidate's skills and experience.

NAME:

Charlotte Hill

EXPERIENCE:

I work two afternoons a week at the retirement home in the centre of town. My role involves distributing the tea, coffee and cake but more importantly spending time with each of the residents. We play cards and have conversations about their families, interests and history. It can be hard to communicate with some of them so I have to be careful not to talk too fast.

My uncle has a restaurant and sometimes I help in the kitchen there. There is already a chef but I help with the chopping, preparing vegetables and then the washing up. It can get hectic at the weekends so I have to make sure I stay calm.

EDUCATION:

I recently finished my GCSEs and passed 6 subjects (UK exams taken at 16). I got an A in Geography and a B in Biology. I am currently at sixth form college studying for my A levels in Geography, Biology and Art (UK exams taken at 18).

EXTRA-CURRICULAR:

At college I set up a girls' football team as there wasn't one before I started. We have a few matches against other colleges with a mixed record of winning. I have recently been voted captain and will hopefully win more matches in future.

I really enjoy baking at home and often make cakes for local charity bake sales. I like how precise you have to be and I have a good attention to detail and am quite artistic so enjoy decorating the cakes in particular.

Then have a read through the job descriptions over the page. Below each one, have a go drafting a short paragraph, describing the candidate's experience in a way which is relevant to each advert.

Job 1: Waiter/waitress required

We require part time staff to help with service over the weekends. Suitable candidates must be efficient, organised and polite. Experience of working in the food industry highly desired but not essential. Candidates must be able to work well with other employees in the restaurant.

Write a short description of how the candidate's experience could be presented for this job.

Job 2: Administration assistant required

Job start in January, part-time. The role involves creating filing systems for existing paperwork, answering calls and taking messages, co-ordinating staff diaries and meetings, keeping stationery cupboard up to date. Ideal candidate is committed, organised and good at multi-tasking.

Write a short description of how the candidate's experience could be presented for this job.

Job 3: Primary school sports coach needed

Looking for an energetic sporty individual to help coach a primary school team at football and swimming. Candidates must be available on Wednesday afternoons and Saturday mornings. Experience working with children desired but not essential. Enthusiasm and good communication skills are a must.

Write a short description of how the candidate's experience could be presented for this job.

WHAT TO SAY WHEN THERE'S NOT MUCH TO SAY

Starting a CV with a blank sheet of paper can be daunting. The first step to filling it is to come up with some headings to split up your page. Once you have come up with each heading, write down two or three key points you could add underneath.

Heading 1

Key points

1.

2.

3.

Heading 2

Key points

1.

2.

3.

Heading 3

Key points

1.

2.

3.

READING THE COVER

Cover letter 1

Dear Mr Jones,

Please find enclosed my CV in application for the post advertised in the Western Express on 30 November.

The nature of my degree course has prepared me for this position. It involved a great deal of independent research, requiring initiative, self-motivation and a wide range of skills. For one course, Human Geography, an understanding of the employment industry was essential. I found this subject very stimulating.

I am a fast and accurate writer, with a keen eye for detail and I should be very grateful for the opportunity to progress to recruitment assistant. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely

Anthony Leroy

Cover letter 2

Dear Sir or Madam,

I am about to complete my American Literature degree at the University of Southampton. As a literature student I have a strong love of books and see work in a book shop as a career area which would be a good starting point for a career in publishing which is my eventual aim.

I have a good experience of retail having worked as a shelf stacker for Aldi. I have studied modules in War Poets and Creative Writing, both of which give me valuable knowledge. My interests include reading (of course), singing and playing computer games.

I am available to work from the beginning of May this year. I have previous retail experience and believe that this, combined with my knowledge of books, will be rewarding to your store and myself.

Your faithfully

Jessica Chung

Cover letter 3

Dear Ms Thomas,

Confused by commas? Puzzled by punctuation? Stumped by spelling?

Well, you're not alone. It seems that fewer and fewer people can write. Unfortunately, there are still a lot of people who can read.

To have materials properly copywritten is, when one considers the whole process of publishing materials and the impact that the client wishes to make, a minor expense. Sloppiness loses clients, loses customers.

There is an answer. Me. Firm quotes are free. You can see some of what I do on my website. If you'd like, I can get some samples out to you within 24 hours. And, if you use me, you'll have some sort of guarantee that you can sleep soundly as those tens of thousands of copies are going to print.

I look forward to hearing from you,

With kindest regards

Sophia Costa

Which person would you take to interview? Give at least two reasons for your choice.

Top tips I will use when writing my cover letter

EDITOR-IN-CHIEF: MY STORIES

Pick one piece of work experience or an achievement that you think you might refer to when applying for a job e.g. a part-time job, volunteering, a hobby, or a role you've played/ project you've led. Write a few sentences which sum it up below.

If you were applying for a job, which of the following attributes might be demonstrated using the example you've chosen? Choose your top three and put a tick next to them.

<input type="checkbox"/>	Initiative (thinking for yourself)	<input type="checkbox"/>	Creativity
<input type="checkbox"/>	Teamwork	<input type="checkbox"/>	Precision / good attention-to-detail
<input type="checkbox"/>	Leadership	<input type="checkbox"/>	Communication
<input type="checkbox"/>	Organisation	<input type="checkbox"/>	Flexibility
<input type="checkbox"/>	Time-management	<input type="checkbox"/>	Proactivity

Now imagine telling an employer in some kind of job application all about your example and how it demonstrates the three attributes you've chosen. Write below a short description of that example, picking the right bits of the 'full story' to make sure it brings to life the chosen attributes.

FIRST IMPRESSIONS

My top five

Imagine you have to sell yourself in five simple bullet points. What achievements do you want to highlight? What are the things you've done that might make you stand out from your peers? Which words or phrases best describe you and your attitude to work? (Don't forget, these need to be what a recruiter would want to see too).

1.

2.

3.

4.

5.

The summary

Based on your top five attributes, have a go at writing a summary paragraph about you. If you get stuck, think about how a friend, colleague or teacher might describe you.