



# **Your Guide to Employability**

Name:

[wolves.co.uk/foundation](http://wolves.co.uk/foundation)

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# CV Writing

## Key points:

- Your CV should be no longer than 2 sides of A4
- Do NOT include age/date of birth
- Use a professional sounding email address
- Double check for spelling/grammar mistakes
- Use a clear font and ensure size is consistent
- If you include a skills section, make sure to back skills up with examples

Below is an example of how you could format your CV but you can also find numerous templates available online: -

<b>Name</b> <b>Address</b> <b>phone number, email address</b>	
<b>Personal profile</b> <i>Brief statement introducing you, what you can offer and what you're looking for – aim for around 100 words</i>	
<b>Education</b> <i>Most recent first – e.g.:</i> <b>2008 – 2013</b> <b>St Johns High School</b> <b>GCSE x 10 including Maths and English, grades A – D</b>	
<b>Work/volunteering experience</b> <i>Most recent first – e.g.:</i> <b>January 2017 – present</b> <b>Job title, name of organisation</b> <b>List of main responsibilities/achievements</b>	
<b>Achievements/hobbies</b> Any training you've completed – First Aid, driving license (if relevant to job), IT skills etc. Hobbies – only include things that are relevant/will back up your skills	

## Activity 1

### **CV Jane Smith** **19th November 2018**



#### Personal Details

Gender: Female

Contact information: 07845 652987, crazyforcats@gmail.com

I am a hardworking person with loads to offer – I believe that I can make your company better if you employ me.

#### Education

2011 – 2016 St Johns High School - Gcse's

2000 – 2011 Willow Primary School

#### Work Experience

I did some advertising work for a company called Cupid in 2015. I left there because I didn't like the manager.

I used to work at a fast food restaurant where I had to take customers' orders and train others

I also volunteered for my local football club where I developed lots of skills.

#### Hobbies and skills

In my spare time I enjoy hanging out with friends and watching TV. I wish I could play an instrument as I also really like music.

Some people have said I'm crazy for cats.

Read the CV above and note down below what could be improved and how:

# Cover Letters

Your cover letter will give the employer their first impression of you and will help them decide whether to read your CV or not. It's important that you know how to write a cover letter that helps you stand out (in a good way!).

Whilst your CV gives an overview of your experience, your cover letter is an opportunity to tell the employer about the relevant skills/experience you will bring to the position and why you want to work for that organisation.

It should be formatted in the style of a formal letter as shown below: -

<b>Address of organisation</b>
Dear....
<b>First</b> – <i>Why are you getting in touch?</i> I'm applying for the role of ... as advertised on...
<b>Second</b> – <i>Why are you suitable for the role?</i> Cover what attracted you to the role and mention some of the key skills in the job description
<b>Third</b> – <i>What can you do for the organisation?</i> Give examples of how you've demonstrated the key skills
<b>Fourth</b> – <i>Why you?</i> Brief statement repeating why you want the job and why you want to work for the organisation – it's a good idea to do some research on the company and include that here
Yours Sincerely ( <i>if addressed to a specific person</i> ) Yours Faithfully ( <i>if addressed to Sir/Madam</i> )
Full name



## Activity 2

### My Cover Letter

Hello,

My name is Jane Smith and I would like to apply for the role of customer assistant at your shop as I am a regular customer with you.

I believe that I would be very suitable for the position as I have the relevant skills, experience and knowledge. Please see my CV attached to find out more about me.

I achieved lots of GCSE's from St Johns High School and have worked for an advertising company and a fast food restaurant whilst also volunteering for my local football club. I also love spending time with my cats in my spare time.

Thank you for your time and I look forward to receiving my invitation to attend an interview with you.

Thanks,

Jane

Read the cover letter above and note down below what could be improved and how:

# Job Searching

## Job Fairs



### How to make a good first impression:

- ✓ SMILE!
- ✓ Introduce yourself and give the employer a firm handshake
- ✓ Be enthusiastic and make eye contact
- ✓ Don't wait for them to explain their role/organisation, ask questions

### Good questions to ask:

- What does your organisation do?
- What's your role?
- What do you enjoy most about working for the organisation?
- What are the biggest challenges you face in your role?
- What opportunities are currently available?
- What skills and experience do you look for in employees?
- What's the application process?
- Do you have any tips for me?
- Are there opportunities for ongoing training through your organisation?
- Do you have a business card so that I can contact you if I have any further questions?

### Searching Online

The internet has provided us with thousands of opportunities at our fingertips but sometimes this can feel a little overwhelming if you're not sure what you're looking for.

### Some good websites to start with:

- Indeed
- Reed
- Totaljobs
- Monster

- If you know which sector you'd like to work in, try searching for websites specific to this field, e.g. uk sport advertises a range of sports-based roles
- Most websites allow you to search based on location – be realistic about how far from home you are willing to work and think about areas around you that are easily accessible via public transport if you don't drive
- Use keywords related to the job you're searching for however try not to be too specific as you may miss out on interesting opportunities
- If you're not sure what you want to do, it's a good idea to spend some time reading job descriptions to find out what's out there, you'd be surprised just how many roles there are that you didn't even know existed



# Interviews

## Etiquette

### Body language

The interviewer will form an impression of you before you even open your mouth so it's really important that you display positive body language.

### Positive Body Language

- Make eye contact
- Use hand gestures to emphasise points
- Smile
- Sit up straight
- Nod your head while listening
- Speak clearly and confidently

### Do's and Don'ts

#### DO:

- Greet your interviewer
- Listen carefully
- Ask for clarification
- Speak clearly
- Think about your body language
- Ask questions
- Thank the interviewer for their time

#### DONT:

- Swear or use inappropriate language
- Make claims that you can't back up
- Act as if the outcome is already decided
- Pretend you're more expert than you really are
- Forget to switch off your mobile
- Use casual or unfriendly body language

### Tina's Tips

- At a group interview, sit on the left side of the employer if they are presenting at the front, as this is where the gaze naturally falls and you're more likely to be noticed
- Quirky questions – Batman or Spiderman?  
It's not the answer that matters too much here but more whether you can give an answer – questions like this are sometimes used to see if you'll fit in with the company culture, the best way to respond is by being honest and by just being yourself

## Common Questions

### Tell me about yourself

Think of this like an elevator pitch, your chance to sell yourself in 30 seconds. You should include a brief overview of your education/experience, hobbies and interests and what you hope to achieve.

E.g. My name's Rob, I'm passionate about football and have played since the age of 7. I've got significant coaching experience as I've completed the Level 1 and Level 2 Coaching qualifications and have volunteered for my local club as an assistant coach for 2 years now. I really enjoy coaching as it gives me an opportunity to help others develop their skills through sharing my own skills and knowledge. I especially enjoy working with young people, using sport as a way to encourage them to live a healthier lifestyle. I'd love the opportunity to be able to pursue coaching as a career and further develop my skills and knowledge in this field.

### Activity 3

Things to include:



.....

.....

.....

### Why have you applied for this position?

E.g. for a sports coach position:

TO SAY: 	NOT TO SAY: 
"Enjoy working with people"	"Need a job"
"Helping people develop skills"	"Good pay"
"Want to have a positive impact"	"Someone told me to apply"
"Helping others realise their potential"	"Want to get free tickets to games"
"Passionate about sports"	"It'd be more convenient for me"
"Have relevant skills/experience"	"Hope to meet some professional players"

## What are your main strengths?

*We are good at a lot more than we realise and often undersell ourselves to employers by not mentioning things as we think they're not relevant.*

*For example, playing 5 a side football might not be something you think is worth mentioning on your CV/in an interview but actually it's about how you include it and if you are able to identify the skills you've developed.*

E.g. Skills gained from playing football:

- **Teamwork** – requires you to work well with and support other players in order to win
- **Time management** – need to arrive on time for matches
- **Communication** – must communicate well, often non-verbally, with other players
- **Working under pressure** – high pressure environment as others are relying on your performance
- **Concentration** – must remain focused throughout the game
- **Managing conflict** – calm others down when disputes occur on the pitch
- **Leadership** – you may have captained the team or led a warm up session

## Activity 4

Your strengths (with examples):

.....

.....

.....

.....

## What's your biggest weakness?

*This is all about turning a negative into a positive. Everyone has weaknesses so it's fine to talk about, you just have to make sure you're able to turn it into something positive, perhaps by mentioning how you're working to overcome it – never leave it on a negative note!*

E.g. my biggest weakness is my confidence however I'm working on developing this by pushing myself out of my comfort zone into new and unfamiliar situations. For example, I recently started volunteering at my local youth centre where I've met lots of new people and have felt my confidence and communication skills improving.

## Activity 5

Your weakness (and how you can turn this into a positive):

.....

.....

.....

.....

### Is there anything you'd like to ask me?

The answer to this question is NEVER no - a great way to show your interest in the position is by asking the interviewer questions. If you can't think of anything specific to the role, you could always ask what opportunities are available for training/personal development. This shows you are keen to develop your skills and learn new things.

## Activity 6

Think of some questions to ask at a job interview of your choice.

Job Title:

Questions you could ask:

- 1.
- 2.
- 3.

## STAR Technique

**S**ituation – set the scene- When? Where?

**T**ask – what was the challenge and the end goal?

**A**ction – what did you do? How did you do it? Why did you do it?

**R**esult – what happened as a result of your actions?

### **Give an example of when you have demonstrated teamwork skills**

- Situation – organised a charity football tournament for the PL Kicks programme on behalf of the Wolves Foundation
- Task – worked in a team of 5 to plan, organize and manage a fun and engaging football session for 50 young people whilst raising funds for Barnardo's
- Action – explain your role, e.g. referee and how you worked as a team – identified team members strengths and weaknesses to assign appropriate roles and worked together to achieve goal
- Result – was the team a success? Were players satisfied? How much money was raised?

### **The STAR technique and the above example could be used to help you answer a number of questions such as:**

Tell me about a time where you demonstrated...

- Leadership
- Communication
- Problem Solving
- Working under pressure
- Organisation/time management

### **Activity 7**

Choose one of the above skills and use the STAR method to help you plan your answer.

Situation:

Task:

Action:

Result:





## Presentations

### *Top tips for creating and delivering a great presentation*

#### **Creating:**

- ✓ Don't overload slides with text
- ✓ Use bullet points to keep text clear and concise
- ✓ Choose a clear font and make sure the size is appropriate
- ✓ Use the notes section at the bottom of each slide on PowerPoint to help you plan what you are going to say
- ✓ Use images to make it more interesting and eye-catching
- ✓ Make slide backgrounds subtle and consistent

#### **Delivering:**

- ✓ Do NOT read off your slides – practise your presentation beforehand so you know exactly what is on each slide and what you are going to say
- ✓ Remember to make eye contact with your audience – it can be tempting to stare at the screen or the wall but looking at your audience will make your presentation much more engaging
- ✓ If possible, move around whilst presenting and use hand gestures to emphasise points
- ✓ Make sure your body language is open i.e don't fold arms or have hands in pockets
- ✓ Don't forget to ask your audience if they have any questions at the end