



What are you doing to give yourself an edge when it comes to applying for work and securing that perfect role? It's time to be proactive and give yourself the best possible chance in securing your next career move.

To help you along the way we have outlined some key issues you should consider.

Tailoring Your Resume

A poorly written resume will have a negative influence on a prospective employer. Ensure that your resume is relevant to the position you are applying for. No periods of employment should be omitted, as this may pose potentially awkward questions at interview. Include key achievements for your main roles – these can be great specific examples to highlight your skills and abilities.

Special attention should be paid to correct spelling grammar and punctuation.

Try to include at least 2 referees relevant to your work history and their contact details. If confidentiality is an issue, specify so.

“We spend far too much time at work not to enjoy what we are doing”

Anon

Appropriate Email Address

This is your first point of contact with either a recruitment company or an employer. Professionalism is a must !

While you and your friends find it amusing, an email address such as *sexymama@....* lacks business acumen. There are many providers that allow you to set up free email addresses online, eg hotmail – make good use of one of them!

Research

Understanding the culture and nature of the company you are going to meet is really important for a number of reasons. Most of all you want to be sure you are joining a company where you will enjoy working. There are several questions you should be asking yourself, like...

- Does this company offer employment in an area that is of interest to me ?
- Is this the type of work I want to be doing ?
- Is there room for future advancement if I want it ?
- How are they viewed and rated in the business and general community ?
- Am I happy with their location, or is travel going to be an issue for me long term ?
- Where would I fit into the structure ?

Some of these questions may be appropriate to raise at the interview.

Your Presentation

Never underestimate the validity of the old cliché “first impressions count”. Neat and tidy presentation speaks volumes-always dress corporately unless advised otherwise. Maintain eye contact and shake hands firmly. Try to maintain an air of confidence and composure at all times. Present yourself in a business like manner and you are more likely to be given the opportunity to do business !

Punctuality

Timing is everything. Whether you are meeting with a recruitment agency or a prospective employer, it is essential that you are on time for your meeting.

Research the location prior to attending the interview and confirm the interview details, such as –

- What is the interview time ?
- Do I know where they are ?
- Is there ample parking ?

Attending an interview an hour early is just as detrimental as making an appearance an hour late. Aim to be 5-10 minutes early, being any earlier than this will not achieve anything. Make sure you take the contact name and phone number of the person you are going to meet, in case you encounter any unforeseen problems.

Know with certainty who you are going to meet and address that person by their full name at first contact.

The Interview

An interview is a two way street. The interviewer will be assessing your suitability for the role through asking questions to discover your attitude, aptitude, motivation and maturity, as well as your qualifications and experience. Equally important, this is your chance to assess your own suitability and interest in the role.

Be prepared to answer any questions that are posed to you. Most interviewers appreciate you showing initiative in learning more about the role and gaining an understanding of who and what the company is about.

Follow Up

Don't be afraid to ask for feedback or an indication of when you can expect to hear from them.

Keep your recruitment consultant up to date on your availability, and further skills and training you may have undertaken, since your last meeting.