

10 common mistakes with applications

- Using the wrong name of employer or organisation
- Telling the employer too much, think of what employers need to know
- Being too familiar, you're not the employer's friend
- Over complicating what you are trying to say
- Not checking spelling, punctuation and grammar; ask a member of staff for help
- Including a photograph on your CV
- Having an unsuitable email address (e.g.Princessprettypants@hotmail.com)
- Not checking what is on your Facebook and Twitter accounts and privacy settings
- Sending out the same application, change each application to suit the job you're applying for
- CV or applications being too long

Get in touch

Tel: 01925 442211
Email: careersservice@warrington.gov.uk
Website: www.careersforyoungpeople.co.uk



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10 ways to promote yourself to employers

- Is your CV up to date? Make sure you change it when contacting different employers
- Contact employers directly and keep a record of who you have spoken to and when
- Go to jobs fairs and events
- Consider work shadowing as a way of improving your skills and experience
- Speak to employers for more information before you apply for a job
- Be creative make speculative applications
- Upload your CV on job search sites (e.g. Monster.co.uk)
- Volunteer with an organisation you are interested in
- Follow employers on social media
- Ask friends and family about opportunities

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10 ways to find part-time and holiday jobs

- **Start early, you're not the only one looking for work!**
- **Post your interest in finding a part-time/holiday job on your Facebook page**
- **Speak with parents and friends, they might know someone who works in a local company**
- **Contact previous employers**
- **Develop a list of local employers**
- **Keep contacting employers, this will show that you are interested**
- **Be aware of employers that take on extra staff during holidays e.g theme parks, local shops**
- **Check shop windows for vacancies**
- **Check the Careers For Young People Facebook page and company websites**
- **Be proactive!**

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10 questions to ask at interview

- Please can you describe to me a typical week/day in this position?
- Is this a new position?
- What training opportunities are available in the role?
- What are the prospects for promotion?
- If I am offered the job how soon would you like me to start?
- When can I expect to hear from you?
- What key projects has your organisation been involved in within the last six months?
- I am particularly interested in would there be any opportunities to develop these ideas in the future?
- I was wondering if you could tell me more about?
- Are there any other questions you would like to ask me ?

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10 interview dos and don'ts

10 interview do's

- Make sure you read any instructions you are provided with before the interview
- Dress smartly and prepare your outfit the night before
- Arrive early and come prepared e.g. bring portfolio ,CV, application form, exam results
- Turn off your mobile phone
- Enter the room confidently, smile and shake hands
- Try to maintain eye contact with the person or people you are talking to
- Answer questions as fully as you can, avoid just saying 'yes' or 'no'
- If you do not understand a question ask for it to be explained in a different way
- Speak clearly
- Get feedback on how you did at your interview whether you are successful or not.

10 interview don'ts

- Arrive late
- Sit down until the interviewer asks you to
- Fidget or slouch in the chair or do anything that makes you look uninterested
- Be negative or talk about your weaknesses
- Lie or be too enthusiastic
- Be unprepared for typical interview questions
- Ask about salary or holidays unless they ask you first
- Act as though you would take any job or are desperate for employment
- Let your nerves show too much, a few nerves are normal but extreme nerves can affect how you come across at interview
- Swear or argue with the people interviewing you.

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10 skills employers look for

- **Communication—written and speaking**
- **Motivation and enthusiasm**
- **Team working skills**
- **Ability to use your own initiative**
- **Ability to plan, organise and manage your own time**
- **Relevant work experience**
- **Punctuality and reliability**
- **Ability to problem-solve**
- **IT skills**
- **Flexibility, adaptability**
- **Commitment**

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10 typical interview questions

- Why did you apply for this job?
- Can you tell me what you know about our company?
- Tell me a little about yourself?
- Where do you see yourself in 5 years time?
- What is your greatest experience or achievement?
- What is your greatest strength?
- What is your greatest weakness?
- What skills do you think you could bring to this role?
- Can you provide me an example of where you have provided excellent customer service, what did you do and what was the end result?
- Would you like to ask us any questions?

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