

In the round

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Winning Applications

10 November 2010



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Agenda

- General application process
- Application forms
- CVs
- Covering Letters



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Application Form

- Attention to detail – check spelling, word limits, how many examples asked for
- Don't copy and paste
- Ensure you get the employer's name right
- Seek feedback
- Use most relevant examples, not necessarily most recent
- Don't just fill out the mandatory sections, include as much detail as possible to make you stand out
- Highlight positions of leadership and responsibility
- Don't write 'see CV' – fill in all relevant details on the application form



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Characteristics of a good CV

- Complete
- Information is specific, evidential, numerate
- Well laid out – encourages you to read it
- No spelling mistakes
- No acronyms or jargon
- Organised
- Has a logical structure (Chronological, Skill based, Academic, Focusing on Special skills)
- Tells the reader what they want to know
- Easy to read – bullet points rather than lots of prose
- Inspiring & energetic



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Format of CV

- Don't cram too much information onto one page
- Allocate space according to importance
- Short sentences – no long prose passages
- NOT TOO MANY CAPITALS AND Changes of font
- Use colour and shading sparingly – CVs are usually photocopied



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Personalise it!

- Include a personal statement at the start, explaining why you want to apply for that specific role
- Think about what makes you unique
- Talk about YOUR involvement – use 'I' not 'we'



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Standard Chronological

- Contact details
- Education
- Work Experience
 - Paid & voluntary
- Positions of Responsibility /Achievements
- Other skills (IT, Languages, Driving Licence)
- Interests
- Referees



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Skills Based

Often includes:

- Personal details
- Personal profile
- Skills Profile eg. examples of team working
- Work history
- Education
- Interests
- References



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Academic CV

Often includes:

- Personal details
- Education & Prizes
- Research interests – past, current, future
- Research experience
- Teaching & administrative experience
- Professional memberships
- Publications and attendance at conferences
- References



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Chronological Special Skills

- Contact details
- Education
- Relevant Skills & Experience
- Other Work Experience
- Positions of Responsibility
- Other skills and Achievements
- Interests
- Referees



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The Cover Letter

This is the “advert” for your CV... where you get to say WHY you want the job. Tailor – no form letters

One page, A4, quality paper ,consistent with CV

Write to a named individual if possible

5 key elements/paragraphs :

- Get to the point at the start– who are you, what do you want?
- What do you have to offer?
- Why do you want this type of work?
- Why are you interested in this employer?
- Positive ending – what should happen next?



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Characteristics of a good Cover Letter

- Easy to read
- States why you are writing
- Explains why you want the job
- Sells why they should say yes to you
- Upbeat
- Passionate
- Provides links to your CV
- Same standards as CV i.e. no spelling mistakes , no jargon etc



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Further tips on the assessment process

- Tackle tests honestly
- Practice online tests first
- Practice and prepare interviews
- Dress appropriately at face to face interviews
- Get the date right
- Get involved
- Don't lose concentration