
Company (continued)

Career Function (1) i.e Marketing:

- Achievements and demonstrated abilities _____
- Achievements and demonstrated abilities _____
- Achievements and demonstrated abilities _____

Career function (2):

-
-
-

JOB TITLE

Date -

Company address / website

Responsibilities

- Achievements and demonstrated abilities _____
- Achievements and demonstrated abilities _____
- Achievements and demonstrated abilities _____
- Achievements and demonstrated abilities _____

JOB TITLE

Date -

Company address / website

Responsibilities

- Achievements and demonstrated abilities _____
- Achievements and demonstrated abilities _____
- Achievements and demonstrated abilities _____
- Achievements and demonstrated abilities _____

JOB TITLE

Date -

Company address / website

Responsibilities

- Achievements and demonstrated abilities _____
- Achievements and demonstrated abilities _____
- Achievements and demonstrated abilities _____
- Achievements and demonstrated abilities _____

* * *

EARLY CAREER SUMMARY

Job Title

Company

Dates

Job Title

Company

Dates

Languages: _____.

Interests and Pastimes: _____.

Personal details: _____.

Name

Address Line 1
Address Line 2
Address Line 3
Address Line 4

Telephone: _____. Email: _____

Addressee

Date

Dear Sir (*Personalise by name if you feel it is appropriate*) *

Ref # - Recruitment of a (job title)

Blue text can help with a speculative approach to the job market: Further to my conversation with you on / I hear, with interest that you are In response to your advertisement in the _____, (*This opening paragraph and title is dependent on your job search situation*), I read with interest that you are seeking a(n) _____. **I believe that (a / this) position within your company and the skills required are an excellent match with my experience and abilities.**

You will see from my CV that I am a have ___ years _____ experience in _____. I also possess _____ a consistent track record of achieving _____. I have knowledge of _____. I also possess a number of other key skills / areas of expertise, that should be of particular interest to you, some of which I have indexed on the front page of my CV. You will also see that I have demonstrated my abilities by reading through my bullet-pointed achievements throughout my career. I am now strategising my job search in the _____ region and looking to make a significant contribution within the _____ industry, preferably for a leading _____ such as _____. (*name of company if known*).

This Paragraph applies to agencies only: I would also like to be place on your database for alternative employment that will utilise my key skills and experience gained during my career. I am open to Worldwide ??? relocation, and willing to commute for about 1 hour / 60 miles. My salary range (depending on benefits) should be between £??-£??K. There are no companies that I do not wish you to approach on my behalf. I will be keen to work within _____. I am available to start a new job with two weeks notice.

I hope you do not mind if I telephone you next week to confirm receipt of this letter, discuss your recruitment programme **and arrange a possible meeting, when I can expand on my skills and let you know how I can help you further.**, and my availability for interview. In the meantime if you would like to speak with me, please contact me at the above address. I look forward to hearing from you.

Yours sincerely = Name * Yours faithfully = Sir or Madam *

Name

Enc: CV

General Interview Thank You Letter

Dear Mr. Weatherby,

Thank you for taking the time to discuss the insurance broker position at _____with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that _____ retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Weatherby, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Yours sincerely,

Mike Kelley

Interview Thank You Letter

Dear Dr. Page:

Thank you so much for taking the time to interview me today for the social worker position.

I felt a wonderful rapport not only with you, but with the whole Rolling Halls Health Clinic staff. I am more convinced than ever that I will fit in beautifully as a member of the team and contribute my skills and talents for the benefit of schoolchildren in the Rolling Halls district.

I can make myself available for any further discussions of my qualifications that may be needed.

Again, Dr. Page, I very much appreciate you and your staff taking so much time to talk with me about this exciting opportunity.

Yours sincerely,

Mike Kelley

[Interview Thank You Letter that Builds on Strength](#)

Dear Dr. Kresgee:

I'd like to thank you for talking with me about the research- assistant position in your seismology lab. I truly appreciate all the time and care you took in telling me about the job and learning more about me.

I'm so pleased that you agree that my senior research project in seismology provides me with excellent experience for this position. I am eager to bring my passion for seismology to the research-assistant position, and I am convinced the knowledge and experience I've already cultivated make me the best researcher for the job.

I very much look forward to learning of your decision soon. Please feel free to contact me if you need more information about my qualifications.

Thank you again for the exhilarating interview.

Yours sincerely,

Mike Kelley

Interview Thank You Letter that Entices the Employer

Dear Ms. Nessen:

I want to thank you for taking the time to interview me yesterday for the position of assistant director of the Sumner Memorial Art Museum. You, Mr. Dawson, and Dr. Acquino exuded warmth, and I know we could all have an excellent working relationship.

As I further studied the job description for the position, I grew even more confident that I could take the museum to new heights of success. With the resources I've gathered, I am ready to hit the ground running with grant-writing. The 15 percent bonus for grants brought in is an excellent incentive, and I would devote a significant portion of my time to this important venture. I also have a number of great ideas for community and media relations and am excited by your interest in bringing more schoolchildren to the museum.

As I mentioned when we met, I would like to use my fine arts degree and journalism minor to enhance the museum's identity while at the same time meeting the needs and expectations of the community. I believe I can make a significant contribution to the fundraising effort, and I am particularly interested in exploring a corporate donor program.

I am convinced I could bring a new degree of organization to the museum, including sinking my teeth into making the workspace far less chaotic and far more functional. More importantly, I'd like to get communications on track so that newsletters and invitations are sent out on a timely basis. I have some ideas for making the newsletter more user-friendly. I feel it is extremely important to maintain close communication between the board and director, and I am committed to doing so.

Ms. Nessen, I thank you again for considering me for this position. I look forward to the possibility of working with you.

Yours sincerely,

Mike Kelley

Interview Thank You Letter that Aims at Damage Control

Dear Mrs. Mellish:

Thank you for the time you took to interview me for the seminar leader position.

After our interview, I'm convinced that I have the three ingredients you're looking for in your workshop/seminar leaders. I know you expressed some concern in our meeting that I have not worked in a personnel department. I want to stress, however, that I have participated significantly in the hiring process for my sorority and have a solid record of achievement in my human-resources classes.

As for your requirement for public-speaking experience, my having been leader of new-student orientation groups at my college for three years, along with outstanding grades in my public-speaking classes, qualify me nicely.

Finally, I have enclosed some writing samples to further demonstrate the third ingredient, my communications skills.

Thank you again, Mrs. Mellish, for this wonderful opportunity to interview for the seminar leader position. I promise you I won't let you down if you give me the chance to show what I can do. I eagerly await the next step in the process.

Yours sincerely,

Jane Oakley

Interview Thank You Letter that Mentions Interview Afterthoughts

Dear Ms. Bonwit:

I'd like to thank you for the time you spent talking with me about the marketing-research analyst position you have open at *Razzle* magazine. I am very excited about this position and convinced that my marketing training equips me more than adequately for the job.

I meant to mention during the interview that last summer I attended a three-week intensive seminar on SPSS, the foremost marketing-research software package. I know the job description mentions the ability to use SPSS, and I wanted to make sure you knew that I am extremely well-versed in the use of this software. Please contact me if you have any questions about my ability with this program or about any of my other qualifications.

As you know, my work-study position in the institutional research office here at Rutgers provided an excellent background for marketing- research work.

I look forward to hearing from you soon about the position, and I again thank you for meeting with me.

Yours sincerely,

Mike Kelley

Interview Thank You Letter for a Campus Recruiter

Dear Ms. Stilwell:

Thanks so much for talking with me today about the position in fashion merchandising at Holbrook's. I was truly inspired by the energy and dedication to the company that you brought to our interview.

I am positive that I have what it takes to bring the same kind of energy and dedication to your company. As I mentioned, Holbrook's has been my first choice for fashion since before I was a pre-teen. I bought the suit I wore to our interview at Holbrook's!

My education has equipped me for this job, and my enthusiasm will ensure my success. My internships with several local apparel stores have taught me a great deal about meeting the needs of target market segments.

I would like to take the next step in this process and discuss the position further with you at your office in the Long Beach store. I plan to contact your secretary on Friday to schedule a mutually convenient time to meet.

Again, Ms. Stilwell, I thank you most Yours sincerely for your time, your energy, and the inspiration you gave me to launch my career at Holbrook's.

Yours sincerely,

Jane Oakley

Career/Job Fair Interview Thank You Letter

Dear Mr. Barnett,

Thank you for taking the time to meet with me at the Central Florida Career Fair today. I certainly appreciate your time and attention in the midst of so many students seeking jobs.

You were extremely thorough in explaining Aerial's customer service and marketing trainee program. Now that I have a better idea of what the position entails, I am even more sure that I would be an asset to your team and to Aerial.

My solid education from Stetson University's Marketing Department and the fact that I have worked my way through college show a work ethic and determination, two qualities you said were important to success at Aerial.

I look forward to an opportunity to visit Aerial's Tampa office and speak to you further about the trainee program. I will contact you next week to arrange an appointment.

Thank you again for your time and consideration.

Yours sincerely,

Mike Kelley

Career Networking Thank You Letter

Dear Barnett,

Thank you again for agreeing to be a member of my personal "network." This is an important time in my life as I take the plunge to change careers, and I truly value the advice of professionals like you who know the consulting field so well.

I especially appreciate your offer to introduce me to other professionals and consults in your network, which I know will be extremely helpful to me in establishing myself.

Barnett, I can't thank you enough for your willingness to help me launch this next phase of my career. I will be sure to keep you informed of my progress. And please do not hesitate to contact me if you think of any additional suggestions for expanding my network and establishing myself as a consultant.

Yours sincerely,

Mike Kelley

Traditional Employment Interview Questions

Here is a list of sample interview questions job-seekers can expect, especially at first, more traditional interviews. It's best to prepare answers to these questions, but don't memorize your answers so that you come off sounding like a robot; in other words, be prepared for these questions and have an outline or script ready, but don't worry about remembering your answers word-for-word.

Looking for some sample excellent answers to traditional interview questions? Then go to our Job Interview Questions Database, where we have traditional, behavioral, and mixed interview questions for both experienced job-seekers and college students and recent grads.

Traditional Job Interview Questions

How would you describe yourself?

Why did you leave your last job?

What are your long range and short range goals and objectives?

What specific goals other than those related to your occupation, have you established for yourself for the next ten years?

What do you see yourself doing five years from now? Ten years from now?

What do you really want to do in life?

What are your long range career objectives?

How do you plan to achieve your career goals?

What are the most important rewards you expect in your career?

What do you expect to be earning in five years?

Why did you choose this career?

Can you explain this gap in your employment history?

How well do you work with people? Do you prefer working alone or in teams?

How would you evaluate your ability to deal with conflict?

Have you ever had difficulty with a supervisor? How did you resolve the conflict?

What's more important to you -- the work itself or how much you're paid for doing it.

What do you consider to be your greatest strengths and weaknesses?

How would a good friend describe you?

Describe the best job you've ever had.

Describe the best supervisor you've ever had.

What would your last boss say about your work performance?

What motivates you to go the extra mile on a project or job?

Why should I hire you?

What makes you qualified for this position?

What qualifications do you have that make you successful in this career?

How do you determine or evaluate success?

What do you think it takes to be successful in a company like ours?

In what ways do you think you can make a contribution to our company?

Do you have any hobbies? What do you do in your spare time?

Have you ever been fired or forced to resign?

What qualities should a successful manager possess?

Do you consider yourself a leader?

What are the attributes of a good leader?

Describe the workload in your current (or most recent) job.

Which is more important: creativity or efficiency? Why?

What's the most recent book you've read?

Describe the relationship that should exist between the supervisor and those reporting to him or her?

What two or three accomplishments have given you the most satisfaction?

Why?

Describe the most rewarding experience of your career thus far.

If you were hiring a job-seeker for this position, what qualities would you look for?

Do you have plans for continued study? An advanced degree?

In what kind of work environment are you most comfortable?

How do you work under pressure?

Are you good at delegating tasks?

What's one of the hardest decisions you've ever had to make?

How well do you adapt to new situations?

Why did you decide to seek a position in this company?

What can you tell us about our company?

What interests you about our products?

What do you know about our competitors?

What two or three things are most important to you in your job?

Are you seeking employment in a company of a certain size? Why?

What are your expectations regarding promotions and salary increases?

What criteria are you using to evaluate the company for which you hope to work?

Do you have a geographic preference? Why?

Are you willing to relocate?

Are you willing to travel for the job?

Why do you think you might like to live in the community in which our company is located?

What major problem have you encountered and how did you deal with it?

What have you learned from your mistakes?

What have you accomplished that shows your initiative and willingness to work?

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Job Interviewing Tutorial for Job-Seekers

Why is it important to ASK questions in an interview?
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Your success in obtaining a job offer depends significantly on the quality of your questions and how you ask them.

Check out these [Questions You Can Ask at the Interview](#).

Questions You Can Ask at the Job Interview

Job-seekers need to ask questions in job interviews; here's a list of some questions you can ask your prospective employer. Toward the end of most job interviews, the interviewer will give you the opportunity to ask questions. You must ask a least one question; to do otherwise often signals the interviewer that you don't really have any interest in the job or the company. On the other hand, do not ask questions where the answer is obvious or readily available -- or when the topic has already been thoroughly discussed in the interview. And never ask about salary and benefit issues until those subjects are raised by the employer.

Questions you might ask at a job interview:

- Can you describe a typical day for someone in this position?
- What is the top priority of the person who accepts this job?
- What are the day-to-day expectations and responsibilities of this job?
- How will my leadership responsibilities and performance be measured? And by whom? How often?
- Can you describe the company's management style?
- Can you discuss your take on the company's corporate culture?
- What are the company's values?
- How would you characterize the management philosophy of this organization? Of your department?
- What is the organization's policy on transfers to other divisions or other offices?
- Are lateral or rotational job moves available?
- Does the organization support ongoing training and education for employees to stay current in their fields?
- What do you think is the greatest opportunity facing the organization in the near future? The biggest threat?
- Why did you come to work here? What keeps you here?
- How is this department perceived within the organization?
- Is there a formal process for advancement within the organization?
- What are the traits and skills of people who are the most successful within the organization?

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Closing the Interview

"When do I start?"

That's about as aggressive as you can get at the close of the interview. It may knock the interviewer for a loop, and might appear to be overly aggressive, but some people think of it as "closing the sale." And for some people it has worked. For others, this approach may not be comfortable or have a negative same effect.

Whether you are aggressive, passive and polite, or somewhere in between, will depend on your personality, the interview situation, and the job for which you are applying.

Closing Points

Regardless of your style or how you choose to close the interview, here are some key points to keep in mind:

Leave your interviewer with the right picture of you. Think of at least five skills or traits you want remembered after the interview. Choose something "concrete." When you answer with, "I have great communication skills, and I am a hard worker," you will not stand out.

Example: "I have two skills that are distinctly different but that define my personality. I am a very good pianist and an excellent 'computer guy.' I'm known for my love of keyboards."

Ask if there is anything else you can provide. Examples include references, transcripts, background information, and samples.

Example: "Is there any other information that I can provide that would convince you that I am the right person for this job?"

State your interest in the position. Sound interested and tell what added value you can bring to the job.

Example: "From what you have been telling me about this position, and from what I know about your company, I know that I have the right mix of experience and education to bring value to this position. Based on past experiences I can 'ramp up' quickly and be on board with projects within the first few weeks."

Ask about the next step in the process. It's important for you to know the next step for follow up. Ask for the decision date, if possible.

Example: "I'm interested in knowing what the next step in the process is and when you will be making a decision so I can follow up."

Find out how to contact the interviewer. If you don't hear back, you will need to know whom to contact and whether the employer will accept calls to check the status.

Example: "I'd like to stay in touch and follow up with you in a week or two to see how the process is going and where I stand. How do you prefer that I communicate with you -- email or phone?"

Closing the sale is important, but your closing should be tailored to the position; your personality and interviewing style, and the interviewer. Keeping these things in mind will help you determine which closing is appropriate for you and the situation.

Job Interviewing Do's and Don'ts

Here are the keys to successful job interviewing. Follow these simple rules and you should achieve success in this important phase of job-hunting.

Do take a practice run to the location where you are having the interview -- or be sure you know exactly where it is and how long it takes to get there.

Do your research and know the type of job interview you will be encountering. (See types of job interviews.) And do prepare and practice for the interview, but don't memorize or over-rehearse your answers. (See our some of the best collections of interview questions.)

Do dress the part for the job, the company, the industry. And do err on the side of conservatism. If you're not sure, you should consider reading our article, *When Job-Hunting: Dress for Success*.

Do plan to arrive about 10 minutes early. Late arrival for a job interview is never excusable. If you are running late, do phone the company.

Do greet the receptionist or assistant with courtesy and respect. This is where you make your first impression.

Don't chew gum during the interview.

If presented with a job application, do fill it out neatly, completely, and accurately.

Do bring extra resumes to the interview. (Even better, if you have a job skills portfolio, do bring that with you to the interview.)

Don't rely on your application or resume to do the selling for you. No matter how qualified you are for the position, you will need to sell yourself to the interviewer.

Do greet the interviewer(s) by title (Ms., Mr., Dr.) and last name if you are sure of the pronunciation. (If you're not sure, do ask the receptionist about the pronunciation before going into the interview.)

Do shake hands firmly. Don't have a limp or clammy handshake!

Do wait until you are offered a chair before sitting. And do remember body language and posture: sit upright and look alert and interested at all times. Don't fidget or slouch.

Don't tell jokes during the interview.

Do make good eye contact with your interviewer(s).

Do show enthusiasm in the position and the company.

Don't smoke, even if the interviewer does and offers you a cigarette. And don't smoke beforehand so that you smell like smoke. And do brush your teeth, use mouthwash, or have a breath mint before the interview.

Do avoid using poor language, slang, and pause words (such as "like," "uh," and "um").

Don't be soft-spoken. A forceful voice projects confidence.

Do have a high confidence and energy level, but don't be overly aggressive.

Don't act as though you would take any job or are desperate for employment.

Do avoid controversial topics.

Don't say anything negative about former colleagues, supervisors, or employers.

Do make sure that your good points come across to the interviewer in a factual, sincere manner.

Don't ever lie. Answer questions truthfully, frankly and succinctly. And don't over-answer questions.

Do stress your achievements. And don't offer any negative information about yourself.

Don't answer questions with a simple "yes" or "no." Explain whenever possible. Describe those things about yourself that showcase your talents, skills, and determination. Give examples.

Job Interviewing Do's and Don'ts (continued)

Do show off the research you have done on the company and industry when responding to questions. (See our Guide to Researching Companies.)

Don't bring up or discuss personal issues or family problems.

Do remember that the interview is also an important time for you to evaluate the interviewer and the company she represents.

Don't respond to an unexpected question with an extended pause or by saying something like, "boy, that's a good question." And do repeat the question outloud or ask for the question to be repeated to give you a little more time to think about an answer. Also, a short pause before responding is okay.

Do always conduct yourself as if you are determined to get the job you are discussing. Never close the door on an opportunity until you are sure about it.

Don't answer cell phone calls during the interview, and do turn off (or set to silent ring) your cell phone and/or pager.

Do show what you can do for the company rather than what the company can do for you.

Don't inquire about salary, vacations, bonuses, retirement, or other benefits until after you've received an offer. Be prepared for a question about your salary requirements, but do try and delay salary talk until you have an offer. (You might consider visiting our salary tutorial for more tips and strategies.)

Do ask intelligent questions about the job, company, or industry. Don't ever not ask any questions -- it shows a lack of interest.

Do close the interview by telling the interviewer(s) that you want the job and asking about the next step in the process. (Some experts even say you should close the interview by asking for the job.)

Do try and get business cards from each person you interviewed with -- or at least the correct spelling of their first and last names. And don't make assumptions about simple names -- was it Jon or John -- get the spelling.

Do immediately take down notes after the interview concludes so you don't forget crucial details.

Do write thank you letters within 24 hours to each person who interviewed you. And do know all the rules of following up after the interview.

Job-seekers must send a thank-you letter right after you've been on a job interview. At the very latest, send thank-you or follow-up letters by mail within 24 hours of an interview. You may even want to ensure that the interviewer has your thank-you letter in hand no later than end of the next day. What should be in a thank-you letter?

Please make a back up of this file before you start work.

Useful advertised job market links:

www.jobs.telegraph.co.uk/browseJobs.aspx

www.thegrocer.co.uk/grj_default.aspx

<http://jobs.guardian.co.uk/>

<http://www.jobsite.co.uk/>

<http://www.justgraduates.net/>

More at www.jobsviatheweb.com

Website: <http://www.cv-service.org>

Any questions please email me mike@cv-service.org

Please work on the CV template at the top of this document and email back to me for the “CV / resume tidy up” service (#1 below). If you would like any further help please click on the appropriate link / price and you will be taken online to pay where you can also email me your existing CV.

Further help:

Price @GB Pounds

* Please press CTRL + left click if reading through MS Word.

Any question please call me on +44 (0)191 2514000.

Mike Kelley at First Impressions.
