



Healthy Minds

Finding work

Finding work: A self-help guide

What is a CV?

A CV (curriculum vitae) is a short list of facts about you and your work history, skills and experience. A good CV is essential when looking for work and it is worth spending time getting it right so it sells you to an employer:

- A CV is your personal brochure, your publicity leaflet.
- It tells other people what is special about you
- It helps them decide if your application is of interest or value to them.

Do you need to update your CV?

The answer is probably yes if:

- You have not got a CV
- You have not updated your CV in the last year
- You are “recycling” your old CV

Writing a CV

A good CV is a great way to sell yourself to an employer. Your CV should show an employer that you have the skills and abilities they are looking for in a particular role, so you should always make your CV as relevant to the position you are applying for as possible.

Top tips for a great CV

- Keep your CV brief and to the point - two pages is a good length.
- A CV should be typed and printed – never handwritten.
- Do use bold or underline print for headings.
- Do not use lots of different font types and sizes.
- Do use the spell-check on your computer.
- Consider using 'bullets' to start sub-sections or lists.
- Don't lie about work experience or qualifications - it's easy to get caught out.

Information to include on your CV

Personal information

Full name, address, home telephone number, email address and nationality.

Work experience & skills

Start with your most recent or current job and work backwards. For each position, list your job title (e.g.

Administrator, Shop Assistant etc), and when you started and finished in each job. Give the name of the company and include a brief description of the service they provide. Set out your main responsibilities, achievements, duties, and skills that could be transferred to another employer. Don't be shy telling people about your skills, be as positive and specific as you can, and be sure to include any computer or technical skills you have, again, be as specific as you can.

Education & training

List the places where you have studied – starting with the most recent. Include subject options taken in each year of your course, and include what grades you have achieved. You should also list any training or courses you have been on, and if you gained a qualification at the end of it, make sure you list it.

Hobbies/Interests

They will be particularly interested in activities where you have leadership or responsibility, or which involve you in relating to others in a team. Give only enough detail to explain. If you have published any articles, jointly or by yourself, give details. If you have been involved in any type of volunteer work, do give details.

References

Usually give the names of two people who would give you a reference, whether a previous employer, teacher or somebody

who has known you for some time. Make sure the people you list have agreed to give you a reference and include their daytime and evening phone numbers.

Covering letter

You should always send a one page covering letter with your CV. This will help your CV get to the right person in the company and create a good first impression. Always write clearly the position you are interested in at the top of the letter so they know which job you want to apply for. Always make sure your covering letter is polite and easy to read, and let them know that you are available for an interview.

Please turn the page to view an example CV.

Example CV

FULL NAME

Address line 1

Address line 2

Postcode

Tel: 011899 *****

Mobile: 07777777000

Email: a.normal.name.is.best@anywhere.com

Personal profile

A few sentences about yourself and what you can offer an employer. If necessary you could include a line explaining any break in employment history, keep it brief. For example the break in my employment history was due to caring responsibilities (or illness/health condition) but I am now in a position to commit to full-time/part-time work (or this position).

Key skills

- skills
- useful to this job

Work history (career history or employment history)

May 05- Present

Position

Employer

- Describe your responsibilities and any specific achievements.

- Bullet points are easy to read and focus on specific aspects.

Jan 01- April 05	Position	Employer
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- Describe your responsibilities and any specific achievements.

Education and training

2002	Training course name- where you trained
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1982-1987	4 GCSE's including English and Maths (or "good level of secondary education" if this is not the case please seek advice)
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Interests

- Just a few and these can be bullet pointed.
- Do not include anything controversial which could generate a negative.
- Activities can reflect a balanced lifestyle and characteristics desirable to a prospective employer.

Where can I get help?

There are many organisations that offer help in writing a CV, a few are listed below.

Monster

www.monster.co.uk

This website has lots of useful information on CV advice and how to write a brilliant CV. It also has a few free CV templates to look at.

Gov website

http://www.gov.uk/en/Employment/Jobseekers/Helpapplyingforajob/DG_173655

The Gov website has information about how you can write a successful CV and also has downloadable templates and examples.

National Careers Service

www.nationalcareersservice.direct.gov.uk

0800 100 900

There is a CV builder on the National Careers Service website, and they also offer telephone and face-to-face support for all aspects of employment.

Before you start your job search

It's not easy to find a job, especially in these days, and in the situation that the world faces. This market situation demands an active search for jobs, that is, to look for a job in a persistent and organised way. Don't let yourself down; learn to adopt a positive and dynamic attitude.

Don't believe that there are no opportunities for you, don't spend all your days watching TV, and don't keep waiting for the phone to ring. Job searching requires time, energy, will and persistence. Looking for a job shouldn't be made in a random way, but instead in an organized way.

Exercise: Transferable skills

These are general skills that can be used in many jobs. You could gain these from previous jobs, projects, voluntary work, sport, your home life, hobbies, interests ...

Communication skills

Working with others & team work skills

Problem solving skills

People skills

Information technology skills (computer skills)

Customer service skills

Communication skills	Give an example of when you have used these skills
Listen to and answer questions	
Write letters in the appropriate format	
Present information to large or small groups	
Convince others of your ideas	
Help others to consider other sides of a situation	
Present yourself confidently	
Use language, grammar and punctuation effectively	
Courteous telephone manner	
Read and understand information presented in a variety of forms (e.g. words, graphs, charts or diagrams)	
Listen to others	
Use a wide range of communication methods (e.g. voice, e-mail, computers)	
Participate in group discussion	
Write and speak so that others can understand	

Working with others and team work skills	Give an example of when you have used these skills
Understand and work within a group	
Be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others	
Recognise and respect people's diversity, individual differences and points of view	
Contribute to the team by sharing information and expertise	
Understand strengths and weaknesses of team members and use the strengths to help team development	

Problem solving skills	Give an example of when you have used these skills
Identify the cause of a problem	
Be creative and look for solutions	
Test potential solutions and seek further improvements	
Assess situations and identify problems	
Identify potential problems before they arise	

People skills	Give an example of when you have used these skills
Co-operate with others	
Develop rapport, establishing relationships	
Encourage others and raise their self esteem	
Recognise the needs of others	

Customer service skills	Give an example of when you have used these skills
Build a relationship of mutual trust with clients	
Know how to express feelings warmly and sensitively	
'Hear' what is being said and implied	
Know how to interpret and use body language	
Use tact and diplomacy	
Work well with a wide variety of people: male and female, people from other social, educational, religious, cultural, racial backgrounds; individuals who have disabilities or special needs	
Recognise and value that all individuals are different	

Planning your job hunt

To find the job you want you need to look at your skills and the type of job you want to do. You then need to plan how you will go about looking for it.

What do I have to offer?

Start by asking yourself honestly what skills and experience you have. Think about the skills you have developed in the jobs you have had before, and in your life outside of work. Use the tables in the previous exercise to identify and record your skills.

After reflecting about your skills, tastes and interests, try to make a list about the kind of jobs that could better fit your professional profile. Try to think about what you would be **willing and able** to do, not only what you would **like** to do.

Where can I look for jobs?

There are a number of ways you can search for jobs:

- through Jobcentre Plus
- through newspapers
- on the internet
- by registering with recruitment agencies

- in trade journals
- through friends and other people you know

The most successful jobseekers are people who are persistent in their search and know all the places to look for work. There are a number of ways you can search for jobs, including online.

Searching the internet

New jobs are being filled as quickly as they appear so it's important you look regularly to make sure you don't miss an opportunity.

Gov.uk has one of Britain's largest databases of job vacancies, which is updated constantly. Search the database and find a job to suit you using the jobs and skills search.

Many companies advertise jobs on the internet through their own websites, recruitment websites or online job boards owned by newspapers.

If you don't have access to the internet at home, you can still use the internet in your local internet cafes or in your local library.

Jobcentre Plus

Jobcentre Plus advisers can tell you about jobs in your local

area and in other places if you would prefer to work in a different area.

Once you find a job you're interested in, they will tell you how to apply. If possible, they will ring the employer there and then to arrange an interview or send you an application form.

To contact the JobCentre Plus regarding employment ring 0845 6060 234. Lines are open between 8.00am and 6.00pm from Monday to Friday and between 9.00am and 1.00pm on Saturdays. If you are deaf or hard of hearing or have speech difficulties you can use the Jobcentre Plus textphone - dial 0845 6055 255.

If you speak Welsh you can phone 0845 6067 890. (If you speak Welsh and you are deaf or hard of hearing or have speech difficulties dial the textphone: 0845 6044 022).

Local newspapers

Find out which day the local paper comes out and the days that it advertises jobs.

Newspapers also keep you up to date on which companies are moving into the area and which are expanding. You can use this information to apply to those companies before they advertise, to see if there are any jobs available.

You may want to contact a company for more details about a job after reading an article in the local press.

Register with a recruitment agency

Recruitment agencies advertise short and long-term jobs and some specialise in particular areas of work. If you register with the relevant agencies in your local area, you'll be kept up to date on the latest vacancies available.

Word of mouth

People you know can give you useful information about job hunting. It's worth talking to them about the type of work you're looking for, your skills and experience. They may know about a suitable vacancy or think of you when they hear about vacancies in the future. They may also be able to put in a good word for you at the company where they work.

Networking events and conferences are also a good way of meeting new contacts. Before attending the event, you should think about what you want to get from it and also take a few copies of your CV along with you.

Approaching employers

A large number of jobs are never advertised, so it is worthwhile contacting companies to ask if they have any vacancies. One of the benefits of doing this is that you're not competing against a large group of people, like you would if you were responding to a job that was advertised. Employers are used to people asking questions about jobs, if they can

find somebody without advertising it saves them time and money.

Online networks

Some employers now use social network sites such as Facebook and Twitter to recruit new staff. To take advantage of this, make sure you've signed up with a relevant social networking site and create a profile that will impress potential employers.

On your TV and mobile phone

Gov.uk on your mobile

Gov.uk is available on every internet-enabled mobile phone. If you're on the move or you don't have access to a computer, you can use your phone to get the latest travel information, find your nearest doctor, learn about help with childcare costs and much more.

How to get it...

Through your mobile internet

To access the service, simply text MOBILE to 83377 (standard rates apply). You will then receive a text message with a link.

Click on the link to view Gov.uk mobile. Or, enter m.gov.uk into your phone's internet browser.

To make it easier to return to Gov.uk Mobile, select your phone's 'Bookmark', 'Add bookmark' or 'Favourites' option. Please note this will vary according to the type of phone you have, so check your phone's user manual for help.

Through text

For even easier access to Gov.uk mobile, you can simply send a text with the name of the service you want to 83377.

Gov.uk will then send a text message back to you containing a link. All you need to do is open the link and it will take you to the appropriate page on Gov.uk mobile.

Text one of the following keywords to 83377

- Text JOBS to search over 400,000 job opportunities from Jobcentre Plus.
- Text TRAVEL to check for delays on public transport and roads or search for scheduled train departure and arrival times.
- Text ONLINE to search for your nearest UK online centre for cheap or low cost access to computers and the internet.

- Text PASSPORT to find your local Check and Send offices, interview offices and regional offices.

All you pay is the price of a normal text message - messages you receive from Gov.uk are free.

Networking

Networking can be one of the most important activities for people seeking jobs. Aim to build a career network that can provide you with support and job leads.

It isn't

- about asking everyone you know for a job

It is

- about establishing relationships so that you can enlist support and comfortably ask for ideas and referrals to those with hiring power

How do you network?

Write a letter, telephone, e-mail or meet face-to-face, updating your contacts from your most recent job, previous jobs, friends, family members, old acquaintances, from any contacts via leisure pursuits and request they pass on your details to at least two others.

- **Do not ask for a job.**
- Log **who** you have contacted and **when**.
- **Follow up** if appropriate with your CV.
- If you would prefer to telephone - have a script.
- If you prefer letter or e-mail – develop a template that you can adapt.

Keeping track of your progress

Keeping track of your job search is a good idea as it helps you remember who you have approached, and what the response was. You can also record which day local papers advertise jobs, which recruitment agencies you have contacted, when trade journals come out and which friends have provided useful information.

If you're receiving Jobseeker's Allowance while you're out of work, you have to prove you are 'actively seeking work'. Keeping a record of your job search will help show that you're doing all you can to find work.

Notes

Notes

If you need the information in another language or format please ask us

Nëse ky informacion ju nevojitet në një gjuhë apo format tjetër, ju lutem na kontaktoni

আপনি যদি এই তথ্যাদি অন্য কোন ভাষায় বা মাধ্যমে (ফরম্যাট) পেতে চান
তবে দয়া করে আমাদেরকে বলুন

જો તમને આ માહિતી બીજી ભાષામાં અથવા બીજા આકારમાં જોઈએ, તો કૃપા કરીને અમને પૂછી

यदि आपको यह जानकारी किसी दूसरी भाषा या आकार में चाहिए हो तो कृपया हम से पूछें

若您需要本信息的另一种语言或格式的文本，请与我们联系

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੀ ਦੂਜੀ ਭਾਸ਼ਾ ਜਾਂ ਸ਼ਕਲ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ ਸਾਨੂੰ ਪੁੱਛੋ

اگر آپ کو یہ معلومات کسی دوسری زبان میں یا کسی دوسرے طریقہ سے درکار ہوں تو براہ مہربانی ہم سے پوچھیں۔۔

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