

## CURRICULUM VITAE Simone Bylsma

*"Add some colour to enhance your CV, remember your CV is a first impression of you."*

*"Add a professional photo of yourself to stand out from the crowd."*



### Personal Details and Attributes

#### Contact Details

Name:

Mobile: *"Ensure you've got a pleasant voice message, instructing callers exactly what to do."*

Landline:

Email: *"This should be your private email address and not your work email. Please ensure this is correct."*

Address:

Personal profile *"Write a short, direct statement about yourself and your ideal role."*

#### Personal Strengths

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#### Technical Strengths

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*"Bullet-point your personal and technical strengths, so we know if you are suited to the vacancy."*

### Work Experience and Qualifications

#### Qualifications

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*"Bullet-point your qualifications, the school / university, what you achieved, and the year(s) you were there, so we know if you are suited to the vacancy. Make sure you've got the most recent first."*

#### Computer Skills

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*"List what computer packages you are familiar with and rate your ability to use these."*

#### Name of Company Position Held

Responsibilities:

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*"Order your work history with your current position at the beginning. List your responsibilities and key achievements."*

*"Replicate this for your last three to five roles or past ten years. Whatever you feel is relevant."*

#### From Date to Date

Key Achievements:

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Reason for leaving:

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*"Yes we are nosy and want to know the reason you left."*

#### Interests

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*"Yes, we said we are nosy! These interests should reflect you, but avoid drinking, partying etc."*

#### Verbal Referees

Name:

Position:

Company:

Email:

Landline:

Mobile:

*"Don't feel obliged to include your referees. We will always contact you to ensure it is okay to contact them. If you do include these, ensure you check that the person still wishes to be your referee; ideally we need three."*



# Preparation for Your Interview

## How to be Successful at Interview Stage

So you've passed the preliminary screening? There's a lot you can do to prepare for an interview – here are some simple tips to get you started:

### 1. Research the organisation

Use the internet, business or industry magazines and brochures to find out about the organisation, its' culture and qualities they might be looking for in potential employees.

### 2. Plan your route

Make sure you know how to get to the company for your interview. Is there visitor parking, or will you need to find a park? Is there public transport nearby? Make sure you arrive on time or even better, a few minutes early.

### 3. Anticipate the employer's questions

Review your CV, covering letter and any application forms you have completed. Prepare answers to possible questions.

### 4. Have your questions and evidence ready

Make sure you have questions ready to ask. Your prior research into the organisation can help. You may also like to take examples of written work, qualifications or written references. Put all these together in a tidy folder.

### 5. Get your interview outfit ready

First impressions are everything! You don't have to wear new or expensive clothes, but make sure you have something smart and simple that enables you to look neat and tidy. Be mentally prepared for all eventualities.

## On the day of the interview, follow these tips:

- Arrive on time, or a few minutes early
- Have a clean and tidy appearance
- Dress in a way that is appropriate to the job for which you're applying
- Sit upright, spit out your gum and turn off your cell phone – they always seem to ring! Negative remarks about former colleagues or employers should also be avoided
- Stay relaxed, friendly and polite – it's okay to admit feeling nervous
- Talk to the interviewers as you would to acquaintances that you trust, but be careful not to be overly familiar

## After the Interview

You may be ready to relax after your interview, but there are a few things you should do before you put your feet up!

1. Reward yourself for a job well done!
2. Write a thank you letter to the employer and email it on the same day to highlight your enthusiasm (if so!), mention something you forgot or provide any details that may have been requested
3. Write down all the questions you were asked for future reference. Note questions you may need practice answering
4. Re-approach the employer when the timeframe for a decision has passed. If unsuccessful, ask for some feedback to help you with your job search or for ideas for further contacts
5. If offered the job, find out the starting date, time and place, and what you need to bring e.g. proof of citizenship, IRD number, bank account number, tools, safety gear/clothes. You should also look over your employment agreement. You may wish to discuss the wages/salary you have been offered. See the next step for how to deal with these.

## Dealing with Job Offers

Receiving a job offer can be exciting and it is natural to accept straight away. However, most employers will not expect you to accept or reject an offer on the spot. Ask for when a response is required. Make sure you clarify any questions or concerns you have about the job offer before you make your decision.

Make sure you ask for the offer in writing, and ask as many questions as necessary to provide you with all the information you need to make a good decision.

Be careful about accepting a job offer believing that you can always back out of it if you get a better offer later. Many employers consider it unethical (and inconvenient), so your reputation in the industry could be at stake.

