



# YOUNG PEOPLE IN EMPLOYMENT

YOUTH CABINET

# HOW TO GET A JOB

In order to apply for a job as a young person, there are various ways to go about it

- You can apply through retail websites directly
- You can hear about a job opportunity through family or a friends
- You may see a job advertised in-store or online

You can either fill in an application online or hand your CV into stores that have vacancies

Finding out about a job opportunity is the easy part, actually getting the job is the tricky one. Don't worry, this powerpoint has got you covered!

# HOW TO WRITE A CV/COVER LETTER

In order to be considered for a job role, you will probably have to hand in a CV and/or a cover letter. A CV tells employers what you're good at, what you are interested in and what you've achieved in life so far. You hand it out when you are looking for jobs. They are great to take to careers fair and you can often upload your CV if you are applying for a job online. If an employer likes your CV they might ask you to come to a job interview.

Your CV is your chance to show employers you're a good match for the job and can back up any claims you make. If you say in your cover letter that your cooking could put the Great British Bake-Off to shame, your CV can back you up by showing how you raised hundreds of pounds in a school charity bake sale.

Here's what to include: - Personal details such as telephone number and email address

- Personal statement:
- Key skills
- Education: Where you've studied, for how long, and what grades you got. If you haven't got any results yet, you can put what grades you've been predicted.
- Work experience

# CV DO'S AND DON'TS

Here are some CV do's and don'ts in order to get you started

## DO:

- Include your strengths and qualities
- Work experience (this includes saturday jobs, volunteering, paid work and summer work)
- Tailor your CV to the job you're applying for

## DON'T: mention any of the following

- Age
- Date of birth
- Gender (your business, no-one else's)
- Religion (your business, no-one else's)
- Relationship status (single, married or "it's complicated"? Never put it on your CV!)
- Nationality (all these things are way too personal and employers will only ask if they absolutely need to know)
- A non-professional email address (Weird or joke emails like ihatedonuts@gmail.com give employers the wrong impression. It's quick and free to get a new professional email address like FirstnameLastname@gmail.com if you need one.)
- Lies (never lie on your CV. You can emphasise your good points, but never lie – you will just get caught out.)

# **INTERVIEW TECHNIQUES**

## **DO'S**

- **Research the company beforehand**
- **Prepare smart, open ended questions to ask the interviewer**
- **Respect the interviewer and be polite**
- **Maintain good eye contact**
- **Have good posture**

## **DONT'S**

- **Don't lie or misrepresent information**
- **Ask questions regarding money straight away**
- **Don't be late. In fact, plan to be early for any scheduled interview. Better earlier than later!**