

Guidance Notes

Your Curriculum Vitae (CV) is the first communication we will have with you and we will use the information from it to determine whether or not we will invite you for interview. The job description provides you with details about the post and tells you about the duties and responsibilities of the post. The person specification provides you with details of the skills and experience we require for the post. We will be looking for evidence of these in your CV. You should make sure that you tell us in your CV how you meet the requirements and give us as much information as possible.

Whether you are updating your current CV or writing your first one, these recommendations may help you communicate your skills and experience to our recruiters and managers.

CV Tips

1. Update your CV to reflect your most recent work or school experience relevant to the role. You need to be able to illustrate why you are a suitable candidate and how your skills, knowledge and experience meet the person specification requirements. It is important to include relevant aspects and achievements in your career history.
2. It is important that you show that you meet all of the criteria on the person specification. If your CV does not demonstrate that your skills, knowledge and experience met the essential criteria of the job then you will not be shortlisted for the post.
3. Be able to discuss each project or experience listed and include major accomplishments at previous jobs or school experiences, if relevant to the position. You should outline types of projects you have worked on at each previous position.
4. Quantify your information by including numeric figures wherever accomplishments are measurable (ex., saved the company £2 million, mentored 20 employees, etc.)
5. Your CV should include information on your hobbies so as to fully describe your interests and talents.
6. You should list job-specific software and/or technology you are proficient in that relate to the position and detail your educational background and any professional licenses or registrations you hold.
7. Ensure that the document is free of spelling and grammatical errors. This will be the very first impression of your capabilities and attention to detail.
8. Do not be concerned with limiting your CV to one page. Make sure the person interviewing you has a full understanding of your overall experience.

Interview Tips

Consider these tips when preparing for an interview. The interview process and questions will vary, but these pointers should help in most interview situations.

Prepare, Prepare, Prepare

1. Review your CV to be sure you can expand on each of your listed experiences and back up any claims.
2. Visit our web site (www.stopford.co.uk) to familiarise yourself with our business and operations. Get a good general idea of who we are, and what we do.
3. Practice sample interview questions with a friend.
4. Formulate questions you may have about the company and the position.
5. Keep a few examples of your work in mind, including projects or experiences you've had that highlight your skills and professionalism.
6. Be professional and prepared, but let your personality shine as well. We don't hire a degree or a CV, we hire people.
7. Dress appropriately for the position. First impressions cannot be repeated.
8. Plan to arrive ten to fifteen minutes early. This will give you time to locate the office, ease your nerves, and it shows that you are serious about the position.
9. Bring copies of your CV, a pen, and note paper for taking notes.
10. Have a list of your references available for the manager should they request one. It will show you are prepared and confident in your previous work history.
11. Bring samples of your work for the manager to review after your interview. Not only will it help verify the work you've done, but will also help the manager remember you when reviewing all those interviewed.