

Career Workshop

Areas to Cover

- CV Tips
- Cover Letters and Application Forms
- Interviews
- Networking
- Job Hunting

- First applications are received 200 seconds after a job is posted

- Average time spent looking at a CV is 5-7 seconds

- One spelling or grammar mistake and your CV will be chucked in the bin

- 88% job rejection rate if you have a photo of yourself on your CV



- 76% of CVs are ignored if your email address is unprofessional

One in three employers rejected candidates based on something they found about them online

- An average of 250 CVs are received for each job position

- 68% of employers will find you on Facebook

- 17% chance that your cover letter will be read

CV Tips



Aim Format Content

Profile section. This should be 3 to 4 lines long and outline what you are currently doing and what you're looking for. 'Research intern for an international development, focusing on trusts and foundations. Now actively seeking a new role in fundraising to utilize my experience and develop professionally.'

Employment/Work History:

Date (must be month and year)

Charity name

Job Title

Tag line on basic role function (eg. Researching trusts and foundations for the fundraising team and progression to making applications.)

Key Achievements

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-
-

Duties & Responsibilities:

-
-
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Cover Letters and Application Forms

Aim?

Content

Format

Templates

KEY CHECKS!



Interview Preparation



Research!
Examples
Questions
Self preparation
Practise!
Bad Habits



Interview Techniques



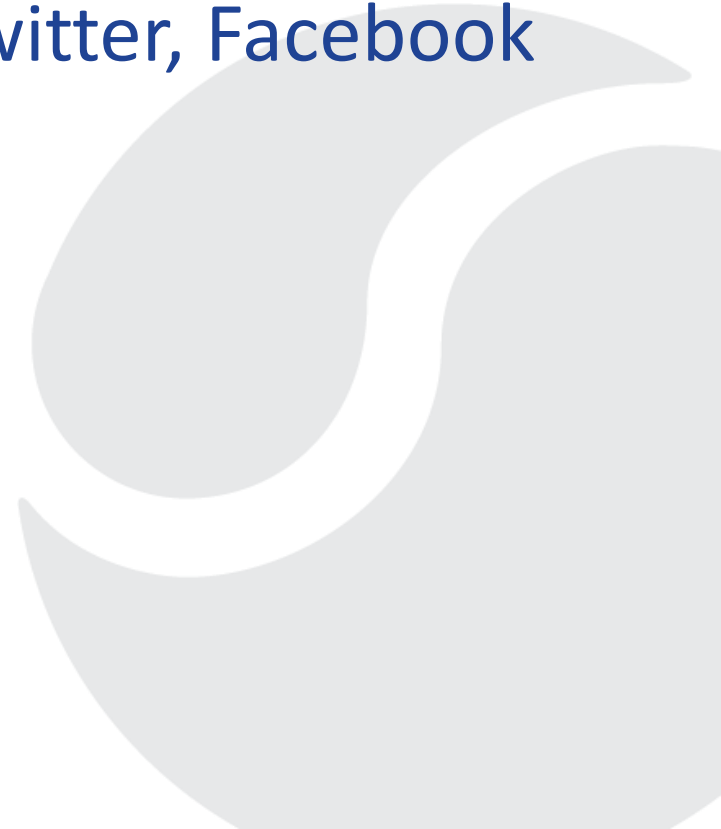
- Competency
- Presentation
- Body Language



Networking

Types of Networks

- Face to face- events, meetings
- Social Media- LinkedIn, Twitter, Facebook



Any Questions?

