



Which of these are application Do's and Don'ts?

Do's		Don't
	Lying about what you have done	
	Giving your mum or dad as a reference	
	Make your application specific to the job you are applying for	
	List your hobbies	
	Say references are available on request	
	Use generic answers	
	List all your skills and qualifications	

Applying for a Job

What is wrong with this email communication?

Dear Boss

I've sent you my CV as i think i woudl be really great for the job you advertised in the magazine.


I think i am hardworking, helpful and friendly. I really want the job so please can you call me to chat.

I hope you will be in touch v soon.

Cheers



Take a look at this CV.

<i>Joanna Jones</i> 11 the street Anytown X1st Stw		
Education:		
2000 -2005	Anytown High School, Anytown 7 GCSEs at C or higher	
2005-2007	Anytown V1th Form College 3 Alevel passes	
Employment:		
2005 – 2007	Checkout operator, Supermarket	
2007 – to date	Retailassistant, clotheshop	
Hobbies and interests:		
I enjoy watching TV, going out with my friends, social networking and playing games on my computer.		
Additional Information:		
I have completed grades 1, 2 and 3 in ballet. I have completed a first aid certificate at school.		
References:		
Mrs Jones 11 The Street Anytown		

Discuss what needs changing or improving.



Applying for a Job

Did you get them all? Are there any more?

Use a clear font

No personal statement

Put in chronological order with newest/most recent first

Can't use a parent or carer!

Joanna Jones
11 the street
Anytown
X1 1km

Education:
2000 -2005 Anytown High School, Anytown
7 GCSEs at C or higher
2005-2007 Anytown V1th Form College
3 A level passes

Employment:
2005 – 2007 Checkout operator, Supermarket
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Hobbies and interests:
I enjoy watching TV, going out with my friends, social networking and playing games on my computer.


Additional Information:
I have completed grades 1, 2 and 3 in ballet.
I have completed a first aid certificate at school.

References:
Mrs Jones
11 The Street
Anytown

No need for picture

Capital letters

Could be this person will spend to much time chatting rather than working!



How would you layout your CV?

You could use the Take OFF template as a starting point.