

## ***'SECURING THE JOB OF YOUR DREAMS'***

With competition growing in the job market and the number of graduates graduating increasing year on year, it is inevitable that when applying for a position, graduates need to make sure it is the one for you as well as prepare and prepare before the interview.

Having a degree is not always an automatic way into the job of your dreams, especially with the increase in the number of applications a business receives.

Taking time to understand the role, what you have to offer and then presenting that in a way that the recruiter can then make an informed decision that you are the right person for the role and that you have enough information to know that you can bring experience to it and make a difference.

Having personally been involved in recruitment for many years, I have met and seen many capable individuals 'come a cropper' and make a mess of the whole recruitment process. This shows itself in many different guises such as;

- The CV is not relevant to the job applying for.
- The CV has gaps in with no explanation as to what has been done in that time.
- Dates do not correlate on the CV.
- In the interview itself, nerves let the person down.
- Competency based questions are not answered specifically and do not demonstrate an individual's ability to do the job or the strengths they have on what they enjoy most.
- No rapport is built with the recruiter
- The covering letter is not specific enough
- CV's and examples tell us what people have done, but do not include the how or what the strengths are!
- Personal statements on the CV do not relate to the job description.
- Competencies are not fully understood and responded to appropriately.

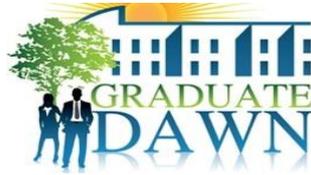
To help you overcome some of the simple errors we can all make when applying for a role, **Graduate Dawn** have put together some hints and tips that can be downloaded by you and that will help you to design, prepare and deliver to the highest standard at the job interview, that will impress the recruiter and help them think twice about not recruiting you for the role.



Of course, we at **Graduate Dawn** can offer the support through the hints and tips sheets and hope they make a difference and help you secure that dream job. We cannot do the application, attend the interview or secure the job for you, but we can help you to consider everything you need to make you the best you can be at that moment.

To help you further, we offer 121 or group coaching sessions to go through the processes and practice some tried and tested methods, along with some interview practice and inspirational feedback that will help you to embed best practice. We also consider how you present yourself at the interviews and how to engage positively and productively.

If you would like to know more about this service we offer please get in touch with us – [info@graduatedawn.com](mailto:info@graduatedawn.com) or [christinespencer.cs@gmail.com](mailto:christinespencer.cs@gmail.com). Call us on +44 (0) 7711562407 to discuss your requirements. We look forward to hearing from you and would also welcome feedback on how our hints and tips have helped you.



## ***'FINDING YOUR IDEAL ROLE'***

Finding your ideal role can be hard especially in today's competitive market.

To help you find the ideal role you have worked hard for with your University studies, or through the company you currently work for, you need to understand and appreciate;

- Who am I?
- What have I achieved to date?
- What do I enjoy doing?
- What do I still need to develop?
- Where do my strengths lie? (Having a strength does not always mean you enjoy doing it!)

Once you are honest with yourself and understand who you are and what you are good at as well as what you enjoy, you have a greater chance of displaying positive behaviours and responding with a structured and specific example in response to the competency / strength based question asked at the interview.

Finding your ideal role is about knowing where to start and who to ask?

Most jobs are advertised on job sites, with a lot of jobs advertised internally before they go to the outside world. Some may see this as a disadvantage to those leaving education or wanting to progress their career with a new employer.

Looking at company profiles and finding a connection with what you can offer and their values etc. can lead to a position being created for you. This can only happen though with you seeking out these companies and making a prospect call to them or sending your CV direct to a named contact.

To summarise, finding the ideal opportunity can come from looking at;

- Newspaper adverts
- University boards
- Internal opportunities
- Recruitment companies
- Online advertising
- Contacts in the profession
- CV dropping in companies
- Networking events



## **'APPLYING FOR ROLES'**

You have been provided with an opportunity you believe you are a 'right fit' for and would like to apply for it.

What things do you need to consider?

Below are some of the areas for consideration when preparing your-self to apply and getting through to the interview stage.

- **YOUR CV**
- **COVERING LETTERS**
- **PREPARING FOR THE INTERVIEW**
- **UNDERSTANDING YOUR STRENGTHS AND THE REQUIRED COMPETENCIES**
- **AT THE INTERVIEW**
- **AFTER THE INTERVIEW**
- **ACCEPTING THE JOB OFFER**

***You can find more information on the above topics in the information section. You are also able to contact us by email at [info@graduatedawn.com](mailto:info@graduatedawn.com) or by speaking with Christine on 07711562407***