



**White Rose and Thorn**

**Getting a Job**

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Here are some questions to consider:

1. Have you registered with the multitude of specialist and general employment agencies?
2. Have you included all relevant information?
3. Have you brushed up on skills? If they rely on legislation, is your knowledge up to date?
4. Is there any way to upskill now?
5. Do you have a covering letter template?
6. Is your CV up to date? Have you checked it for mistakes, gaps in employment etc?
7. Do you have suitable interview clothing?
8. Are you ready for the actual interview?



# Initial thoughts

## Employment Agencies

There are numerous agencies that will allow you to upload your CV and add relevant experience and qualifications. Many of whom work as generic job boards hosting multiple vacancies from multiple sites. One of these is “Indeed” ([Click Here](#))

## Additional information

If you have experience organising or running even amateur groups that have relevance to the positions you will be applying for, you should include them. If you care for someone elderly, or disabled, that will show you are mature, and dependable. If you were an employer, imagine the character traits that you would find most desirable in an employee, and then apply that perspective to the application.



# Initial thoughts

## Skills and knowledge

If you have recently acquired additional skills, qualifications, or experience, please do include it. Include courses you have not yet completed which will show you are constantly striving to improve your worth. Your potential employer will take this into consideration when assessing you.

# Job Application

## Covering Letter

Many employers will have hundreds, maybe thousands of applications to sift through, and many CV's will look identical. While I would hope that they would read them all, the reality is they probably skim most or skip them completely. To ensure yours stands out, a covering letter has always been an extra touch that makes the difference.

This is invaluable as you now have the option and space to explain why they should choose you, to show that you know what the company stands for, and how you would be an asset. I can vouch for the fact that the employers I engaged with in the course of my work in this sector, confirmed that cover letters were always placed at the top of the pile. It displays extra effort on your part, and a genuine desire to show you want to work for the company in question. There are a lot of cover letter templates out there, and the link below will get you started.

<https://www.livecareer.co.uk/templates/cover-letter-examples>



# Job Application

## Curriculum Vitae/Resume

Your CV is your portfolio. It is your one chance to make an initial attempt to impress the recruiter with your skills and experience. Do include languages, hobbies, voluntary pursuits and any other skills that might help you be selected for an interview.

Make sure it is word perfect. You will be judged on any errors you have missed, as an employee who doesn't care about accuracy or quality of work. If you want to double check, ask a friend or a family member to proofread your CV and letter before sending them.

As for the design of your CV, that is personal choice, but you should always include a personal statement section after your details, as this is another chance to showcase your best skills and qualities. For examples, or tips, please check the link below if your CV requires a touch up.

<https://www.livecareer.co.uk/build-cv>



# The Interview

## Interview Clothing

It is always better to be overdressed for an interview, regardless of the nature of the position you are applying for. Always dress for the interview, not the work, even if that work is farming or bricklaying. This is your time to set a great impression and taking care with your appearance will show any potential employer that you're motivated and determined to make the most of your interview opportunities.

It is always a good idea to ensure you have the basics before you begin. Clean shoes in good repair. A clean ironed shirt, tie, and trousers for the men, and a blouse and skirt or trousers for the ladies. Make sure the skirt is a decent length. The goal is to appear approachable, but professional. This will be one less thing to worry about when preparing for the interview day, leaving you more time to focus on what you will say and how you will present yourself.

Looking professional will get you off to a great start and will impress anyone you meet that you are to be taken seriously before a word has been exchanged.



# The Interview

## Interview day

Make sure you know the location in advance, so you do not get lost or arrive late, and try to arrive a little early, so you are not flustered when the interview begins.

Ask someone you trust to run through a mock interview, and give constructive criticism.

Do not chew gum or fiddle with anything during the interview. Ensure you behave as you mean to go on. The person you were rude to on the bus or train that morning may be the interviewer. Take a copy of both the covering letter and CV with you. It is perfectly fine to refer to them when asked a question about dates, for example.

Your interviewer will understand that you may be nervous, so take your time and think about your responses.

Try to avoid negative comments about past employers, even if you did not part amicably. Every person has positive attributes, focus on those and you will leave a better impression.

Remember to smile. It will lighten any situation and make you appear open and friendly.

# The Interview

## Interview day

On the day of the interview, it will be easy to lose confidence. It happens to the best of us, so go through your research and prep again. Look at the notes from your mock interview and remind yourself of your positive attributes.

Ultimately, the key to a great interview is to be keen, confident and relaxed. If you have completed the earlier steps, you will have excellent knowledge of the position and company represented by the interviewer, and you will be more relaxed when the inevitable questions are raised.

Sell your skills with humility. Nobody is perfect, but do not focus on weaknesses. Instead, give examples of how you have, or plan to, overcome them. Show that you are adaptable, cool under pressure, and a real asset to any team or department you might join. This is your chance to shine, to sell yourself and show your worth. Speak slowly, and present a warm, professional persona that will impress anyone.



# The Interview

## Interview day

It is useful to have a question or two in reserve, for that daunting interview moment that always arises. All of your preparation will pay off in that moment, showing again, that you are serious about the position. Some examples of great questions are to ask about promotional prospects or pension schemes, as this will show you are seeking a long-term career and therefore a worthwhile investment for them. It is also a good idea to avoid asking about money, as this may imply that it is the only reason you are applying.

The way you begin, and end an interview will make the strongest impression, so eye contact and a firm handshake are advantageous. Make sure to thank the interviewer for their time and tell them you look forward to hearing from them again. You can ask for a business card for contact purposes and when you can expect a decision.

Finally, if you have done everything possible to ensure you are offered the position, it is now time to wait. This is the worst part, in many ways, but you could use this time constructively by sending a follow up email, or making a call, thanking the interviewer for their time again. All of these small touches leave them with a pleasant memory of you.

# The Interview

## Personal Touch

With so much competition, it is up to you to make sure you are the candidate they remember. For all of your skills and experience, people hire people, not words on a page. A good first impression will leave a lasting impression.

As we are looking to the past, in many cases, for ways to improve our connections in the future, please do not underestimate the personal touch. You can still walk into any small business that takes care of their own hiring and firing and ask for the owner/manager, explaining that you would like to work for them.

Take copies of your CV and cover letter, and just have a chat with them. It is basically a casual interview and will show that you have the initiative to take your future firmly in your hands instead of waiting for opportunity to knock.



The tips above will also apply to those of you seeking apprenticeships, although the process is slightly more complicated if applying for an existing position. If this is the direction for you, please check the link below, and take advantage of the contact information to get you started.

<https://www.gov.uk/apply-apprenticeship>

National Apprenticeship Service  
nationalhelpdesk@findapprenticeship.service.gov.uk

Telephone: 0800 015 0400

We hope you find this guide useful to start you on your journey, but if employment is not the direction for you, we have resources available for self-employment in our Income Opportunities section, which can find here ([Click Here](#)). Whatever you decide for your future, we wish you the best of luck in your endeavours.

