



RED
RECRUITMENT 24:7

Job Seekers Resources pack

Everything you need to know when
looking for a job





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Cover Letter Template

[Employer's Name]
[Hiring Manager's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

Dear [Employer's Name],

I am writing to express my interest in the [Specific Position] at [Company Name], as advertised. With a proven track record of success in [Industry/Field], and a passion for [Relevant Skill or Quality], I am confident in my ability to make a meaningful contribution to your team.

In my current role as a [Your Current Position] at [Current Company], I have honed my expertise in [Key Skill or Experience], resulting in [Highlight an Accomplishment or Relevant Experience]. I am known for my ability to [Relevant Skill or Quality], and I am eager to bring this dedication and enthusiasm to the dynamic environment at [Company Name].

I am particularly drawn to [Company Name] because of its [Company's Strength or Appeal], which aligns with my career aspirations and professional values. I am excited about the opportunity to leverage my skills and experiences to drive success in the role of [Specific Position], and I am committed to contributing to the continued growth and innovation at [Company Name].

Enclosed is my CV, which provides further detail about my professional background and accomplishments. I would welcome the opportunity to discuss how my qualifications align with the needs of [Company Name], and I am available for an interview at your earliest convenience.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to the success of your team and look forward to the possibility of discussing how I can add value to [Company Name].

Sincerely,
[Your Name]

CV Template

FIRST NAME LAST NAME

EMAIL ADDRESS

PHONE NUMBER

LINKEDIN LINK

A CV summary is a brief statement that appears at the top of a job seeker's CV. It highlights the candidate's professional experience, skills and background, and typically consists of four to five sentences. The purpose of a CV summary is to showcase the candidate's most impressive and relevant qualifications to potential employers.

WORK EXPERIENCE

Job Title, Company

Start Date-Last Date

- A short bullet point or two explaining what you had to do and the key skills you displayed while doing that task

Example: System Engineer, Red Recruitment 24:7

Feb 2021 - Dec 2022

- Designed and optimised a robotic control system, realizing a 12% performance improvement.
- Coordinated testing and validation, ensuring compliance with industry standards.

EDUCATION

Degree/ Qualification title- Grade

Start date- End Date

Place of Study

- A few short bullet points that explain either key modules or areas of study

Example: Msc in Management and Human Resources - 2:1

May 2014 - May 2016

University of Red Recruitment 24:7

- Specialised studies in employee well being and HR law

VOLUNTARY AND WORK EXPERIENCE

Company

Start Date-Last Date

- A short bullet point or two explaining what you had to do and the key skills you displayed while doing that task

Example: Save the Children

Feb 2021 - Dec 2022

- Organised food bank collection and then served food to the children

ACHIVEMENTS AND SKILLS

- **Technical Skills:** Put any technical qualifications or skills e.g Experienced in Adobe Photoshop and Lightroom.
- **Languages:** Put any languages you speak and to what level e.g French (Proficient), English (Native).
- **Certifications:** Put any certifications you have received e.g Level 2 Food and Safety.
- **Activities:** Here you can put any hobbies and interests but they have to show skills such as team work, dedication e.g Silver Duke of Edinburgh, Play football as part of a team

Questions to Ask an Interviewer



1. What does a typical day look like for someone in this position?
2. What are the primary responsibilities of this role, and how do they contribute to the overall success of the team/company?
3. What qualities or skills are you looking for in an ideal candidate for this position?



4. Can you describe the company culture and the team dynamic in this department?
5. What opportunities for growth and professional development are available within the company?



6. How does the company measure success for this position? Are there specific metrics or key performance indicators that are used to evaluate performance?
7. What are the biggest challenges facing the team/department right now, and how does this position contribute to addressing those challenges?



8. Can you tell me about the onboarding process for new employees in this position? What support can I expect to receive as I transition into the role?
9. How does the company promote work-life balance for its employees, particularly in this department?
10. Can you provide some examples of successful projects or initiatives that employees in this position have worked on in the past?



11. What are the main strategic priorities for this department/organisation in the next 12-18 months, and how does this position align with those priorities?
12. Can you describe the leadership style within the organisation?

13. Can you walk me through the organisational structure and how this position fits within the broader leadership team?



14. What would I be expected to achieve in the first week, first month and first 6 months?
15. What sort of career progression opportunities would this role have?

How to Prepare for an Interview

Research the Company

- Familiarise yourself with the company's mission, values, history, products, services, and recent news or developments.
- Understand the company culture, industry position, and competitive landscape.



Prepare Your Responses:

- Anticipate common interview questions and prepare concise, impactful responses.
- Utilise the STAR method (Situation, Task, Action, Result) to structure your answers for behavioral questions.



Understand the Job Description:

- Review the job description thoroughly to understand the required skills, qualifications, and responsibilities.
- Identify key competencies and attributes sought by the employer.



Practice:

- Conduct mock interviews with a friend, family member, or mentor to simulate the interview experience.
- Practice delivering your responses confidently and coherently, paying attention to your body language and tone.



Take Care of Yourself:

- Get adequate rest and ensure you are well-rested and prepared mentally and physically.
- Stay hydrated, and consider any other personal needs to ensure you are comfortable and focused during the interview.



Interview Do's and Don'ts

Do's



Research about the company



Dress properly and accordingly



Maintain good eye contact during the interview



Answer questions honestly

Don'ts



Make negative comments



Fidget or slouch in your chair



Don't show up late or unprepared



Lie about your skills and experience

Common Interview Questions



- Why should we hire you?
- What value can you bring to the company?
- What are your top strengths?
- What do you perceive as your weaknesses?



- What is your most significant professional accomplishment?
- Can you share an instance where you faced a challenge or conflict at work and how you resolved it?
- Tell me about a time when you demonstrated your leadership skills.
- Can you describe a situation where you disagreed with a work decision?



- Tell me about a time when you made a mistake.
- Tell me about a time when you failed.
- What is the reason behind your decision to leave your current job?
- What are you looking for in a new position?



- What type of work environment do you prefer?
- What's your work style?
- What's your management style?
- How would your boss and coworkers describe you?
- How do you deal with pressure or stressful situations?



- What do you like to do outside of work?
- Where do you see yourself in five years?
- How do you plan to achieve your career goals?



- What are your career aspirations?
- What should I know that's not on your resume?
- What are your salary expectations?
- When can you start?
- Are you willing to relocate?

Goal Planner

The Goal:

The Strategy:

Steps to Take:

- ---
- ---
- ---
- ---
- ---
- ---
- ---
- ---

Other Notes

CV Formatting Advice

Fonts

The font that you use in your CV is incredibly important. Here are some good fonts to use:

Arial

Times New Roman

Helvetica

Open Sans

Calibri

Aa

Sections

You need to create clearly defined sections. These sections can be defined by a different heading or a line. The sections are:

- Contact Details
- Professional Summary
- Education
- Experience
- Achievements and Qualifications
- Voluntary Work

Pages and photos

Keep it to 2 pages max and don't put a picture on your CV



x2 Max



Contact Details

your contact details should go in the header on each page. these need to contain:

- First Name
- Last Name
- Email address
- Phone Number



Line Spacing

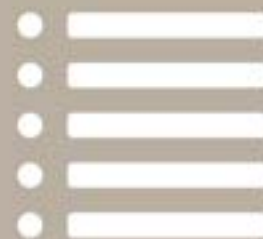
For your CV you need to make sure that the spacing between lines isn't too big or too small.

It is recommended to use single to 1.5-point spacing and justified text.



Bullet Points

Use bullet points in your CV. This helps keep your information short and to the point. It also helps to organise it.



Can your CV be read on a Computer?

1

File Type

You need to save your Cv as a Word Document (preferred file type) or a PDF. A Word Doc can be accessed by all applicant tracking systems.

2

Key Word Optimisation

Use key word optimisation in your CV so make sure that you are including words from the job description in your CV as this will flag your CV to recruiters.

3

Layout on Various Devices

Does your CV look the same on your phone as it does on a laptop or a tablet? Try your CV on various devices and check that it can be opened easily.

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