

# Tips for Finding a Permanent Job

## Writing an Effective Resume

- A resume is an important document – take time to prepare and check it carefully.
- Use a layout that is clear and easy to read.
- Be concise – stick to the facts.
- Show what you have achieved in past jobs.
- Highlight your abilities, including computer, communication, organizing and teamwork skills.
- List your academic qualifications and any training courses attended.
- Include reference details, i.e. name, title and contact details of the person/s who have agreed to act as your referee/s.

## Making the Most of Your Employment Agency

Employment agencies are one of the most popular ways of finding a job. We recommend you don't 'swamp' yourself by signing up with too many different agencies. Concentrate initially on one or two – you can always register with more later.

## Helpful Hints for Working with City Personnel

Your consultant will brief you on the company before your interview, but be prepared to carry out your own research too. If you are running late for an interview, always let us know; we will warn the company on your behalf. After your interview, fully brief your consultant - we need your honest opinion! Be receptive to our feedback. We are here to help and will give you constructive advice. Keep us informed of any changes - your skills, search criteria, contact details, vacations and so on.

## Helpful Job Hunting Tips

At City Personnel we have several years experience of placing people in jobs, so we appreciate that looking for the right job takes time, perseverance and even courage. Should you have any queries on any aspect of your job search, please don't hesitate to get in touch.

## Preparing for Your Interview

- Prepare carefully for the interview. Be ready to explain why you are the right person for the job.
- Think about questions to ask the interviewer.
- Dress professionally.
- Bring extra copies of your resume and any other relevant information.
- Allow plenty of time to travel to the interview, taking account of every eventuality.
- Arrive at least 5 minutes early, so you feel comfortable in your surroundings.
- Remember that first impressions count.
- Be aware of your body language: give a firm warm handshake, maintain eye contact and remember to smile.
- Demonstrate enthusiasm and determination to win the job. Interest will always show through, even if you are nervous.
- Answer questions concisely and clearly, using facts where possible.
- If you are keen to secure the job, tell the interviewer. This shows enthusiasm and confidence.
- Never reject an offer or suggestion immediately. Give yourself time for consideration.

**City Personnel**  
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