



The
Geological
Society

CV & Careers Workshop

CAREERS DAY

9 November 2016

Purpose & Objectives

- ✓ To provide a practical overview of tips & tools that will contribute to your:
 1. Cracking CV
 2. Impressive Interview
 3. Joyous Job Search

Curriculum vitae

Latin – ‘course of one’s life’

What will set your CV apart?

Detailed but brief

Honest

Don't use empty adjectives

Use examples that back up what you're saying

Tweak for every role

Spell check!

Apparently 86% of interviewers think CVs and application forms are not wholly truthful.

People who are truthful, and can convince the interviewer as such, will place themselves in an advantageous minority group, since the majority of interviews involve CVs which contain lies, and/or are perceived by interviewers to do so.

Interviewers will be sensitive to, and therefore on the lookout for inaccuracies, distortions omissions and funny stuff generally in these areas, so again, **be honest and consistent**.

So if you want to have an edge over most other CVs and applicants, **tell the truth**. An honest solid applicant will always be preferred to a dishonest 'star' - integrity is considered to be a significantly vital factor among all good quality employers.

It's important to emphasise strengths such as relevant achievements, capability and attitude, and appreciation of what is required to make a difference in the role, rather than putting a lot of emphasis on academic qualifications.

Apparently 59% of employers say they have to withdraw job offers after receiving poor references about successful applicants. This means that lots of people are failing to **prepare their references properly**. Have two or three reputable and relevant references, and check they'd be happy to be contacted.

Curriculum vitae more tips

- ✓ Recall Lysander's words, from A Midsummer Night's Dream, 'The course of true love never did run smooth.' The same could be said of job searching!
- ✓ If you are leaving university and putting together your first CV, you may have little or no work experience. Think about the special impressive things you've done so far in your life - and use them to create some powerful achievements statements for your CV. Experience is in everything we do - especially in the most important areas such as maturity and emotional intelligence, communications, creativity, responsibility, determination, integrity, compassion, problem-solving, etc - these are the qualities employers will recognise and want.
- ✓ Mix and match words and phrases to project yourself, and also to reflect what you believe the job requires and what the employer and interviewer are particularly seeking. Don't overuse the same words.
- ✓ In CV writing, like advertising, "**less is more**". This means you need to think carefully about the words you use.
- ✓ The more evidence you can provide that you will be a reliable and safe choice, and a very low-risk appointment, the better.

Job Searching

How can it be joyous, you ask?

- ✓ Plan, research, and approach your job search as a job itself.
- ✓ Form 'habits' of a highly effective person.
- ✓ Remember the future is yours, have self-belief.
- ✓ Relax and focus.
- ✓ Practice what you've planned.

- ✓ Have fun.

Interview DO's

- ✓ With an enthusiastic, alert, positive mind-set, DO the following:
 1. Research the organisation, their website, literature, trade magazines, etc.
 2. Prepare A's & think of good Q's for different interview formats (screening, group, panel, selection)
 3. Review your personal goals & be able to speak openly & honestly about them
 4. Practice interviewing, be open to feedback
 5. Thank everyone you meet after an interview

Interview DON'Ts

- ✓ If you follow the DO's suggested so far you should be able to avoid the interview impediments below. Please DON'T:
 1. Offer a weak handshake, be sloppy, slouch, stare, fidget, chew gum. More than 60% of first impressions are formed by body language.
 2. Be overconfident. Self-confidence is great, but lack of self-possession is not. People will wonder if you will be able to take direction.
 3. Focus more on salary & benefits than the job. Timing is everything. There will be time to cover this at your second interview, or when you are offered the job!

Stephen Covey's Seven Habits of Highly Effective People®

habit 1 - **be proactive**

- ✓ This is the ability to control one's environment, rather than have it control you, as is so often the case. Self determination, choice, and the power to decide response to stimulus, conditions and circumstances.

habit 2 - **begin with the end in mind**

- ✓ Covey calls this the habit of personal leadership - leading oneself that is, towards what you consider your aims. By developing the habit of concentrating on relevant activities you will build a platform to avoid distractions and become more productive and successful.

habit 3 - **put first things first**

- ✓ Covey calls this the habit of personal management. This is about organising and implementing activities in line with the aims established in habit 2. Covey says that habit 2 is the first, or mental creation; habit 3 is the second, or physical creation.

habit 4 - **think win-win**

- ✓ Covey calls this the habit of interpersonal leadership, necessary because achievements are largely dependent on co-operative efforts with others. He says that win-win is based on the assumption that there is plenty for everyone, and that success follows a co-operative approach more naturally than the confrontation of win-or-lose.

habit 5 - **seek first to understand and then to be understood**

- ✓ One of the great maxims of the modern age. This is Covey's habit of communication, and it's extremely powerful. Covey helps to explain this in his simple analogy 'diagnose before you prescribe'. Simple and effective, and essential for developing and maintaining positive relationships in all aspects of life.

habit 6 - **synergize**

- ✓ Covey says this is the habit of creative co-operation - the principle that the whole is greater than the sum of its parts, which implicitly lays down the challenge to see the good and potential in the other person's contribution.

habit 7 - **sharpen the saw**

- ✓ This is the habit of self renewal, says Covey, and it necessarily surrounds all the other habits, enabling and encouraging them to happen and grow. Covey interprets the self into four parts: the spiritual, mental, physical and the social/emotional, which all need feeding and developing.

Relaxation Exercise

- ✓ Sit or lie down comfortably. Properly comfortably. Straighten your back, put your shoulders back to open your rib-cage.
- ✓ Relax your shoulder muscles particularly. Relax your whole body, and empty your mind.
- ✓ Close your eyes (obviously open them when you need to read the next stage).
- ✓ Take ten deep, slow breaths. Breathe from the pit of your stomach and feel your lungs filling.
- ✓ Focus on your breathing. Feel it getting deeper and slower. Feel yourself relaxing and any tension drifting away.
- ✓ Relax your shoulders and neck again.
- ✓ Visualise yourself being happy, succeeding, winning, being loved, laughing, feeling good.
- ✓ Relax your forehead, your mouth and your eyes.
- ✓ Allow a smile to appear on your face as you feel a calmness enter your mind.
- ✓ Then say (out loud ideally) the words below (a script for personal change) to yourself:

I AM - self-belief

I am.

I am a good person.

I have integrity.

I do what is ethically right and good.

Whatever life puts before me will be a useful experience that will make me stronger, wiser, and more tolerant.

I am strong enough to understand and make allowances for other people's weaknesses, and their behaviour towards me. Other people's behaviour is about them, not me.

I focus on the joy of living my life and helping others where and when I can.

I am what I eat and drink, so I eat and drink good things.

I am what I watch and play and listen, so I watch and play and listen to good positive things.

I take exercise which I enjoy. I walk when I don't need to drive or take the bus or train.

I smile and laugh whenever I can - life is good - getting caught in the rain reminds me that it is good to be alive and to feel it.

I forgive other people. Deep down everyone is a good person, just like me.

I am a compassionate and loving, caring person.

I am a good person.

I am.

Really Good Resources

- ✓ Free work & life learning site www.businessballs.com
- ✓ Global ranking of management thinkers
<http://thinkers50.com/t50-ranking/2015-2/>
- ✓ Careers advice for students and grads
www.savethegraduate.org/careers-advice/finding-a-job
- ✓ But all the on-line and plentiful resources in the world are not a patch on the absolute best resource for your job search ... your good self.
- ✓ No phone, no social media, no apps, no bs, just you.

Really Good Reminders

- ✓ "The best careers advice to give to the young is 'Find out what you like doing best and get someone to pay you for doing it'." (Katherine Whitehorn, b.1926, English journalist and writer, from The Observer in 1975)
- ✓ Most of us spend too much time on what is urgent and not enough time on what is important. (Stephen Covey)
- ✓ "Better the rudest work that tells a story or records a fact, than the richest without meaning." (John Ruskin, 1819-1900, English art critic and social commentator)
- ✓ The main thing is to keep the main thing the main thing. (Stephen Covey)