10 common mistakes with applications

• Using the wrong name of employer or organisation
• Telling the employer too much, think of what employers need to know
• Being too familiar, you’re not the employer’s friend
• Over complicating what you are trying to say
• Not checking spelling, punctuation and grammar; ask a member of staff for help
• Including a photograph on your CV
• Having an unsuitable email address (e.g. Princessprettypants@hotmail.com)
• Not checking what is on your Facebook and Twitter accounts and privacy settings
• Sending out the same application, change each application to suit the job you’re applying for
• CV or applications being too long

Get in touch

Tel: 01925 442211
Email: careersservice@warrington.gov.uk
Website: www.careersforyoungpeople.co.uk
10 ways to promote yourself to employers

• Is your CV up to date? Make sure you change it when contacting different employers
• Contact employers directly and keep a record of who you have spoken to and when
• Go to jobs fairs and events
• Consider work shadowing as a way of improving your skills and experience
• Speak to employers for more information before you apply for a job
• Be creative make speculative applications
• Upload your CV on job search sites (e.g. Monster.co.uk)
• Volunteer with an organisation you are interested in
• Follow employers on social media
• Ask friends and family about opportunities
10 ways to find part-time and holiday jobs

- Start early, you’re not the only one looking for work!
- Post your interest in finding a part-time/holiday job on your Facebook page
- Speak with parents and friends, they might know someone who works in a local company
- Contact previous employers
- Develop a list of local employers
- Keep contacting employers, this will show that you are interested
- Be aware of employers that take on extra staff during holidays e.g. theme parks, local shops
- Check shop windows for vacancies
- Check the Careers For Young People Facebook page and company websites
- Be proactive!

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WARRINGTON Borough Council
10 questions to ask at interview

• Please can you describe to me a typical week/day in this position?
• Is this a new position?
• What training opportunities are available in the role?
• What are the prospects for promotion?
• If I am offered the job how soon would you like me to start?
• When can I expect to hear from you?
• What key projects has your organisation been involved in within the last six months?
• I am particularly interested in ............... would there be any opportunities to develop these ideas in the future?
• I was wondering if you could tell me more about ....? 
• Are there any other questions you would like to ask me?
10 interview dos and don’ts

10 interview do’s

- Make sure you read any instructions you are provided with before the interview
- Dress smartly and prepare your outfit the night before
- Arrive early and come prepared e.g. bring portfolio, CV, application form, exam results
- Turn off your mobile phone
- Enter the room confidently, smile and shake hands
- Try to maintain eye contact with the person or people you are talking to
- Answer questions as fully as you can, avoid just saying ‘yes’ or ‘no’
- If you do not understand a question ask for it to be explained in a different way
- Speak clearly
- Get feedback on how you did at your interview whether you are successful or not.

10 interview don’ts

- Arrive late
- Sit down until the interviewer asks you to
- Fidget or slouch in the chair or do anything that makes you look uninterested
- Be negative or talk about your weaknesses
- Lie or be too enthusiastic
- Be unprepared for typical interview questions
- Ask about salary or holidays unless they ask you first
- Act as though you would take any job or are desperate for employment
- Let your nerves show too much, a few nerves are normal but extreme nerves can affect how you come across at interview
- Swear or argue with the people interviewing you.

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WARRINGTON Borough Council
10 skills employers look for

- Communication—written and speaking
- Motivation and enthusiasm
- Team working skills
- Ability to use your own initiative
- Ability to plan, organise and manage your own time
- Relevant work experience
- Punctuality and reliability
- Ability to problem-solve
- IT skills
- Flexibility, adaptability
- Commitment
10 typical interview questions

- Why did you apply for this job?
- Can you tell me what you know about our company?
- Tell me a little about yourself?
- Where do you see yourself in 5 years time?
- What is your greatest experience or achievement?
- What is your greatest strength?
- What is your greatest weakness?
- What skills do you think you could bring to this role?
- Can you provide me an example of where you have provided excellent customer service, what did you do and what was the end result?
- Would you like to ask us any questions?