

# JOB HUNTING DURING LOCKDOWN

## PART 4 - HOW TO ADAPT YOUR APPROACH TO CVS AND INTERVIEWS

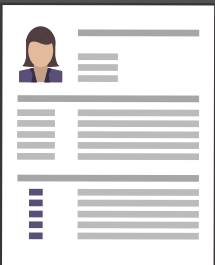
In the current climate, especially if you are applying for roles outside of your historic career path, how you present your suitability on your CV and at interview will need to be adapted. The focus will be on providing specific examples of your behaviour and approach that demonstrate your [transferable skills](#) for a role.

**Whether in writing or when responding to a question at interview, a proven technique that helps you do this is the STAR technique.**



### EMPHASISE TRANSFERABLE SKILLS IN YOUR CV

Most people produce a biographical CV, one that shows their experience chronologically in each job. To demonstrate transferable skills a [functional CV style](#), focused on your skills, rather than your chronological career path and experience is much more effective.



### FUNCTIONAL CV STYLE BENEFITS

- Similar experience gained in a selection of different/previous roles can be included under one group theme i.e. planning and organising skills, avoiding repetition and enabling your message to be more succinct.
- Brings relevant skills to the forefront, even if they were obtained in previous roles, rather than highlighting just the most recent role.
- The order of achievements can be easily and quickly adapted to suit the priorities required for the prospective role.
- Clearly indicates your potential value to an employer by showing how past performance will be relevant to key functions required in the role being recruited

## KEY POINTS TO NOTE

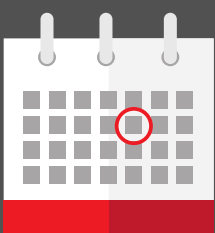
Group your experience in skill groups i.e. organising and planning, communication, data analysis etc. Make sure that these skills reflect the key words in the job description. Write a short description of specific projects, tasks, and assignments you have completed that show you have those skills. Write a great cover note that explains why you think you are suited to the role, referencing the requirements in the job and person specification Take a look at this example to see how you can convert your biographical CV to a functional CV



### PRACTICE YOUR INTERVIEWING SKILLS

In the current climate it's likely that you will be offered a video interview. Most people are less familiar with being interviewed this way so it pays to put some practice in first. [Click this link](#) for information on how to prepare and succeed at video interviews

## MAINTAIN PACE



### BE ORGANISED

Finding a job is a full time job - if you follow our advice you will be busy and it's easy to lose track so being organised and keeping accurate records is important.

Motivate yourself by setting goals and creating a structured approach:

- Set aside regular daily hours for your campaign, treat this like a job
- Set yourself targets to achieve on a daily and weekly basis
- Look back at your targets - did you achieve them? If not, why not? Construct a simple daily schedule to progress your campaign i.e. social media in the morning, speculative approaches in the afternoon
- Carry out key activities when you are at your most energetic
- Schedule some time out, taking a break is important



## KEEP RECORDS

Use your diary or an online system to:

- Note appointments/interviews
- Jot down reminders to follow up
- Chase applications
- Plan telephone calls

Create a filing system or database to hold all your job campaigning information including:

- Your CV(s). You will have several different CVs so decide on a naming system that helps you understand what each CV is
- Records of all applications, it's easy to lose track. Keep a daily diary of the role and company you applied to and each outreach email sent or call made and to whom
- Copies of adverts, letters, application forms and interview notes
- A networking list - to be added to regularly with results of each contact
- Any relevant notes from telephone calls made



## USE YOUR TIME WISELY

Whilst focus on short term activities is important right now, in the longer term, you may find yourself entering quite a different working environment than the one you left behind. As companies and individuals have risen to the recent challenge of homeworking, many people will have adapted and innovated working practices, how many job tasks are done will have changed.

The ongoing advance of technology was already transforming the workplace and in a world moving towards more automation, remote working opportunities will continue to grow so, whilst you are job hunting, it's a very good time to update or learn new skills and to 'befriend technology' or refresh your IT skills. There are many online courses that you can take that will equip you for the future



## REFLECT AND REVIEW REGULARLY

Take time to review progress. Analyse your records and experiences to discover how you can improve.




## KEEP PERSPECTIVE

In a normal economy, job hunting can be an uncertain and anxious time. In the current situation you may feel more concerned but try and stay positive by staying in control. Remember that, even in lockdown, there are many things you can control;

- Keeping an open mind about roles you apply for, cast your net more widely
- Creating multiple strong functional CVs that showcase your transferable skills to a wide range of employers
- Being organised and consistent about your job hunting plan, doing several activities each day to move it forward
- Practising your interview skills especially video interviewing
- Making contact with people in your network every day
- Looking after your mental health by taking time out and exercising
- Taking on volunteering opportunities to keep you active and engaged in your community

Get in touch with your Personal Career Manager to discuss the support that we can provide at this time.

 01604 744100

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