

Steps 2...

- getting that job
- getting that course
- getting that training...

Getting on isn't always easy and you may have had a few knockbacks already.

Follow the hints in this booklet and you'll find it a lot easier.

connexions

MANCHESTER

Your Connexions Adviser contact details are:

Tel No:

Connexions is here to:

- ◆ Help you to work out what you want to do.
- ◆ Help you to find work or training.
- ◆ Help you to get into further or higher education.
- ◆ Offer support if you have things holding you back - this could be anything from housing to health, finance and relationships.
- ◆ Help you to get in touch with specialist agencies if needed.
- ◆ Help you to open bank accounts and to apply for Education Maintenance Allowance (EMA).

We have Personal Advisers and Connexions Assistants who will work with you to achieve your goals.

We offer guidance interviews and on line guidance programs to help you work out what you want to do.

We offer workshops in the skills you need to find a job whether that's telephoning employers or interview techniques.

We can help you put together a CV or an application form.

You can use www.cnx2jobs.com to search for jobs and apply on line.



My Priorities:

Priority

Careers guidance

Information on job opportunities

C.V. writing

Completing an application form

Writing a covering letter

Interview skills/practice

Jobs and employer canvassing

Bank account/EMA application

National Insurance card

Application for e2e/training

Application for FE

Support with other issues:

E.g.

- ◆ Housing
- ◆ Health
- ◆ Substance use
- ◆ Relationships
- ◆ Other

My Plan:

Immediate goals:

.....
.....
.....

Long term goals:

.....
.....
.....

What I need to do:

.....
.....
.....

What I need others to do:

.....
.....
.....

My Signature:

Keyworker Signature:

Activities Log

Date	Organisation or Contact	What happened	What next

Using your Connexions centre

If you need some advice on looking for work, getting on a course or deciding which jobs are right for you then the Connexions Centre is the place to go.

You can:

- ◆ Talk to one of our Personal Advisers about what jobs and training are available.
- ◆ Ask them to help you fill in an application form or talk to you about writing a letter or updating your CV.
- ◆ Use the CV program on the computer in the Connexions Centre and print off copies of your CV.
- ◆ Use the computer, or the library to find out about different jobs and whether they'd suit you.

Try using:

- ◆ The Kudos programs – you answer some questions about your interests and get a list of jobs that might suit you.
- ◆ The Careerscape or KeyCLIPs programs to find out what jobs involve doing, (they have videos and interviews of people doing jobs). If you prefer you can take away CLIPS leaflets on different jobs from the library.
- ◆ **www.cnx2jobs.com** our website for the latest vacancies in Greater Manchester.

So how do you get that Job?

Whether you want to start work right away or after college, at some stage you will need to know how to stand out from the crowd.

You need to be able to convince the firm that you're the best one for the job, and the one they can't afford not to employ. In other words you need to 'sell' yourself to them. And to do that you'll need to:

- ◆ Have an up to date CV.
- ◆ Write a decent letter of application.
- ◆ Be able to fill in an application form properly.
- ◆ Be able to make an appointment for an interview on the phone.
- ◆ Wow them at the interview.

C.V.

CV stands for curriculum vitae and basically it's a brief document that outlines who you are, what qualifications and skills you've got. You probably did a CV at school - but is it still up to date? It's a must, as it will tell an employer very quickly if you're the person they are looking for.

- ◆ First impressions count – employers are busy and don't have a lot of time to read a CV, so make it easy and quick to read.
- ◆ Keep it short – no more than two sides, preferably less.
- ◆ Focus on what you have to offer the employer. This could be your education and qualifications, your work experience and/or your interests.
- ◆ List work by putting your most recent job first. If you've not had much work experience include school work experience and any part time or casual jobs.
- ◆ Give brief details of your hobbies and interests - be honest.
- ◆ Include referees, like your school or an employer. (Ask them first).

Curriculum Vitae

Here's a sample C.V.

Name: Jan Simpson
Address: 96 Ackroyd Road, Anywhere, AN17 4JG.
Tel: 0432-156897
email: jan.s@needsajob.net.co.uk

Education:

2003 - 2008. Dalebeck Business & Enterprise College

Qualifications - GCSE's: English Language - C,
Business Studies (Applied GCSE) - B, Mathematics - D,
ICT (BTEC Dip) Dist*, Double Science - DD,
Access (Citizenship) Short course - E**, French - F,
Religious Education Short course - D**, Geography - C.

*equals 4 GCSEs (A-Cs) ** = ½ GCSE

Work experience:

July 2008 – current: Baxters Lettings Agency: General office duties including filing, faxing, computer inputting, dealing with customers in person and by telephone.
2007- I spent two weeks on school work experience in a solicitors where I filed, used a photocopier, and used a computer to prepare letters.

Hobbies and interests:

I enjoy using my computer and setting up databases.

Referees:

Mrs J Asquith - Baxters Letting Agency
Mr Owen Headteacher - Dalebeck Business
& Enterprise College

Tips on Letter Writing

A lot of jobs will require you to apply in writing or you might need to write 'on spec' to a firm asking for work, so you need to get this right. Either way you should send it with your C.V. or the company application form.

- ◆ If you know the name of the person you're writing to start it with 'Dear Mr Smith' and end it 'Yours sincerely'. If you don't know their name start it 'Dear Sir/Madam' finish it 'Yours faithfully'.
- ◆ You can hand write or word process your letter. Keep it brief and to the point - do it in rough first and check it for spelling mistakes.
- ◆ Make sure you include your full address and telephone number.
- ◆ Sign your letter and then PRINT your name below.
- ◆ Use white or a pastel unlined paper.
- ◆ You can use a computer but it must be laid out correctly.

Sample Letter

96 Ackroyd Road
Anywhere
HY7 1AN
AN17 4JG

Sally Abbott
Human Resources Manager
Acorn Estate Agency
24 High Street
Anywhere
AN1 2HJ

Dear Ms Abbott

I would like to apply for the position of Administration Trainee that is advertised on cnx2jobs.

Since leaving school I have worked in a Lettings Agency doing office and administrative tasks. I enjoy clerical administrative work and am keen to do an NVQ in Administration.

I have enclosed a copy of my CV and look forward to hearing from you. It will be possible to get a reference from my employer and head teacher.

Yours sincerely

Jan Simpson

JAN SIMPSON

Spec Letter

96 Ackroyd Road
Anywhere
HY7 1AN
AN17 4JG

Sally Abbott
Human Resources Manager
Acorn Estate Agency
24 High Street
Anywhere
AN1 2HJ

Dear Sir/Madam

I would like to be considered for any positions you might have for an Administration Trainee within your group.

As you can see from my CV I am working in an administrative post currently, and I am keen to continue in that area of work and to do an NVQ in Administration.

I hope that you will be able to see me. I can be contacted at my home address or by phone or email.

Thank you

Yours faithfully

Jan Simpson

JAN SIMPSON

Tips on completing Application Forms

Application forms can look daunting, but they are just another way the employer can work out whether you are the right person for the job, so take care and practice.

- ◆ Make a copy of the form before you fill it in and use this to practice on.
- ◆ Use black ink or biro.
- ◆ Follow the instructions and answer all the questions.
- ◆ Where you are asked to describe your experience or job, take care to give enough information. Try describing a typical day.
- ◆ If you have a particular experience that applies to the job mention it.
- ◆ Use a plain piece of paper if you need more room, and the instructions allow you to do that.
- ◆ Sign and date it and keep a copy – it'll help you at the interview.
- ◆ Send it off in good time.

Tips on using the Telephone

You might need to phone about a job so it's important to get organised so that:

- ◆ You know the name and number of the employer.
- ◆ You know what to ask for.
- ◆ You know what you want to say and ask them.
- ◆ You have a pen and paper handy to make notes.
- ◆ Your mobile's charged up, or you have spare change or a phone card if you're using a call box

If the person you need to speak to is busy ask for a convenient time when you can call again, and give your name to the person you spoke to.

Interview Preparation

It's important to prepare for your interview so you give it your best. It will help you feel more confident on the big day. It sounds like hard work but a lot of it's commonsense.

- ◆ Find out as much about the organisation as you can - they may have a website you can look at.
- ◆ Your clothes should be clean and tidy.
- ◆ Make sure you know where you are going, you could try finding the right place before the day of the interview.
- ◆ Allow yourself plenty of time to get to the interview.
- ◆ Take a copy of your application form or CV with you, and a file that records your achievements if you have one.
- ◆ Be pleasant and polite, and don't chew gum.
- ◆ Look at the interviewer when you're speaking to them, and speak clearly.
- ◆ Be positive about yourself and the job, and avoid answering 'Yes' or 'No'; be honest.
- ◆ If you've done the same type of work before say so. If you've not then let them know that you're willing to learn.
- ◆ Don't complain about your previous employer.
- ◆ Think about what you might be asked, and think about what you want to ask them.

Interview Preparation – Questions

To help you prepare, here's a list of questions you may be asked at the interview:

- ◆ Why do you want this job?
- ◆ What do you think is involved in this job?
- ◆ Why do you want to work for our company?
- ◆ What do you want to know about our company?
- ◆ What skills/experience do you have that will help you in this job?
- ◆ What are your strengths and weaknesses?
- ◆ Tell me about yourself?
- ◆ Tell me about your last job?
- ◆ Do you have any questions?

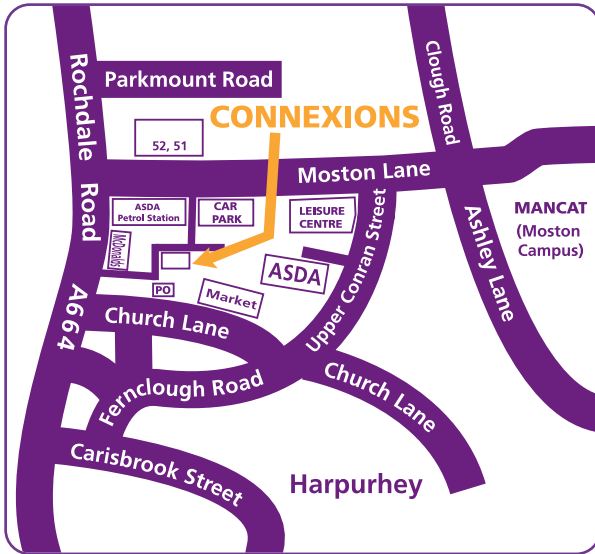
It's always a good idea to write down a few questions to be able to ask at the end of the interview. Here's a few ideas:

- ◆ Can you tell me a little bit more about the job?
- ◆ What training will I be given?
- ◆ Can I see where I will be working?
- ◆ Who will I be working with?
- ◆ When will I find out if I've got the job?

Your Personal Adviser

Remember when you land that job or college course let your Personal Adviser know – they'd be interested in what you're doing and how you're getting on.





Harpurhey Centre

Unit A, North City Shopping Centre
Lee Road, Manchester M9 4DH

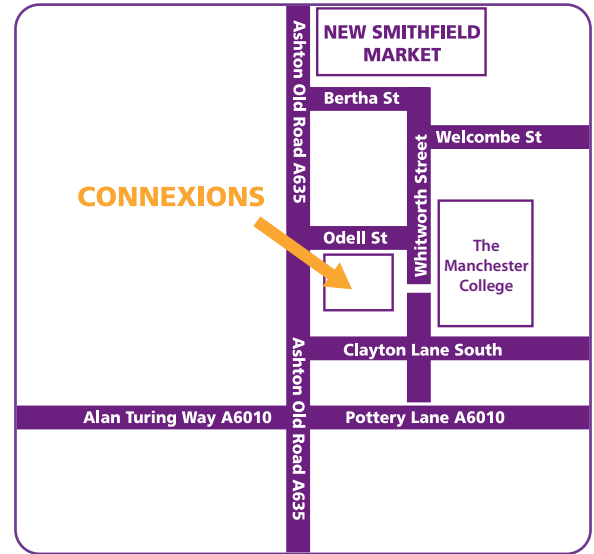
Opening hours:

Mon, Tues, Fri 9.00am - 4.00pm

Weds 10.30am - 4.00pm

Thurs 10.00am - 4.00pm

Tel: 0161 205 1644



Openshaw Centre

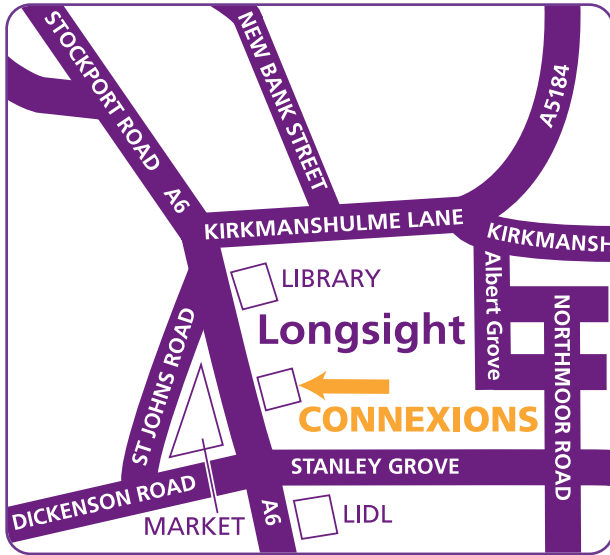
Room 0T014, East Manchester 6th Form,
The Manchester College, Ashton Old Rd,
Manchester M11 2WH

Opening hours:

Mon, Tues, Thurs, Fri 9.00am - 4.00pm

Weds 1.00pm - 4.00pm

Tel: 0161 231 9660

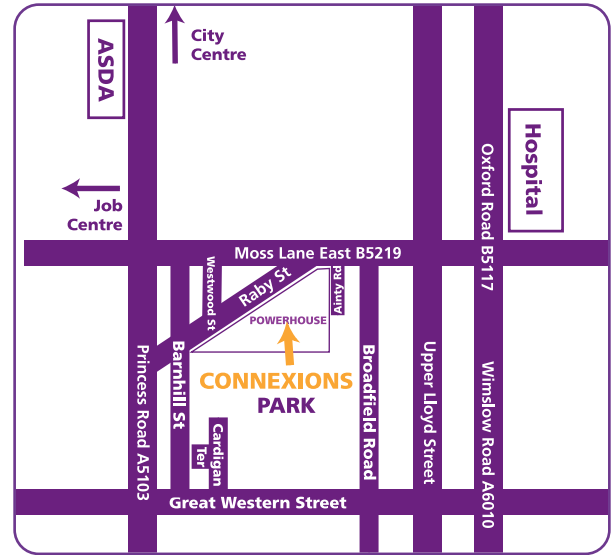


Longsight Centre

551-553 Stockport Road
Longsight, Manchester M12 4JH

Opening hours:

Mon, Weds, Thurs, Fri 9.00am - 4.00pm
Tues 10.00am - 3.15pm
Tel: 0161 248 7684

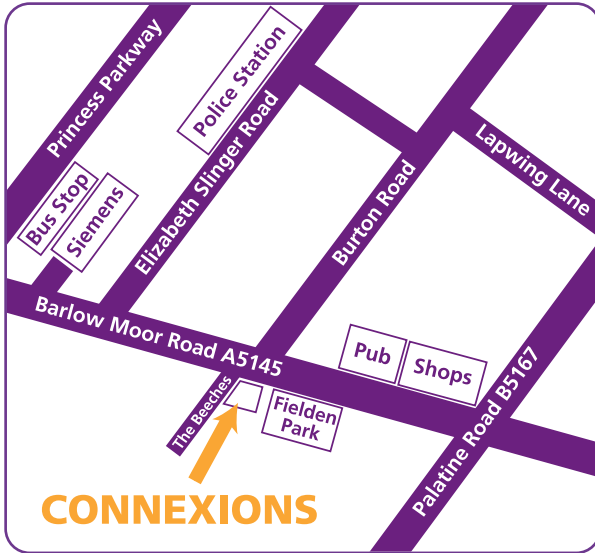


Moss Side Centre

The Powerhouse, Raby Street
Moss Side, Manchester M14 4SL

Opening hours:

Mon - Fri 9.00am - 4.00pm
Tel: 0161 226 8609



West Didsbury Centre

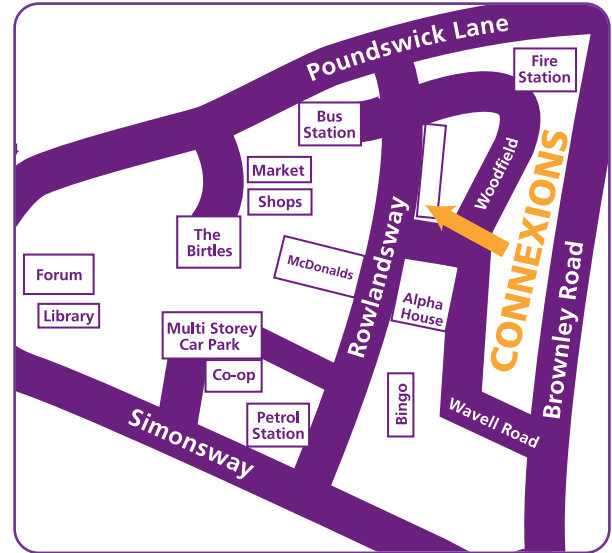
141 Barlow Moor Road
West Didsbury, Manchester M20 2PQ

Opening hours:

Mon - Weds 10.00am - 4.00pm

Thurs 1.00pm - 4.00pm

Tel: 0161 434 6582



Wythenshawe Centre

The Focus, Rowlandsway
Wythenshawe, Manchester M22 5BQ

Opening hours:

Mon, Tues, Weds 9.00am - 4.00pm

Thurs 10.00am - 4.00pm

Fri 9.00am - 3.00pm

Tel: 0161 437 4288

Need to contact your nearest Connexions centre?

Phone: 084567 13 2 19

www.connexions-manchester.com

email: info@connexions-manchester.com

You can contact a Personal Adviser
out of hours at Connexions Direct:

Call us
080 800 13 2 19

Text us
077664 13 2 19

Webchat or Email
connexions-direct.com



**Talk to
connexions
direct...**

**If you would like to
have this booklet in a
different format
please ask.**

Steps2Getting/Issue2/
5000/10/2008/Manchester

