

# Herefordshire Community Network

## Support for Ukraine – information for guests

### How can I find a job?

Searching for a new job is hard work, and we're here to guide you every step of the way. The resources below will help you find the job that's right for you.



Certainly! Crafting an effective CV is crucial when applying for jobs. Let's break down the essential sections you should include in your CV:

#### Contact Details:

Start with your name (first name and surname only) as the title of your CV.

Include your professional job title alongside your name.

Provide your phone number, email address, and optionally a link to your professional network profile (e.g., LinkedIn).

Skip details like age, date of birth, marital status, or nationality.

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### Personal Profile:

A brief section that summarizes who you are, what you can bring to the role, and your career goals.

Make it concise and tailored to the job you're applying for.

Place it just below your contact information.

### Education History:

If you're early in your career or lack extensive work experience, start with your education.

Include the names of your qualifications, the institutions where you studied, and the dates you attended.

### Work History:

List your work placements, volunteering experiences, and paid jobs.

Begin with the most recent experience.

For each job, include:

Employer name

Job title

Dates of employment

A brief description of your responsibilities using the STAR method (Situation, Task, Action, Result).

### Gaps in Work History:

It's normal to have gaps between jobs due to life event, but it is advisable to explain them – try and be as positive about this as possible.

### Remember these additional tips:

Use a clear font (Arial, Times New Roman, or Calibri) in size 11 or larger.

Maintain consistent formatting throughout your CV.

Use headings and bullet points for readability.

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Proofread your CV to ensure correct spelling and grammar.

Tailor your CV to match the job and company you're applying to improve your chances of getting an interview

### Speak to an adviser if you need help with your CV

It's ok to feel overwhelmed or confused about how to write a CV, especially if you do not have a lot of work experience.

A careers adviser can help you work out what your CV should say and get you on the path to your dream career.

Go to the website or scan a QR code

[Contact us | National Careers Service](#)



### Where can I find a job?

**Indeed** is the number 1 job site in the world. Indeed strives to put job seekers first, giving them free access to search for jobs, post resumes, and research companies.

Go to the website or scan a QR code

[2,000+ Jobs, Employment in Herefordshire 13 May 2024 | Indeed.com](#)

Find full or part-time jobs in the UK. Use the 'Find a job' service to search and apply for jobs.

Go to the website or scan a QR code

[396 jobs in Herefordshire \(dwp.gov.uk\)](#)



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**WMJobs** is delivered by West Midlands Employers (WME), a not-for-profit organisation offering employment services for the Public Sector which is collectively owned by the 32 councils in the West Midlands all of which advertise here.

-From highways to infrastructure to teaching to finance to legal to HR, to working with children and adults who are vulnerable, there is such a huge variety that people are often surprised by just how many roles there are and the scope for personal development within the sector.

Go to the website or scan a QR code

[Jobs In Hereford | WMJobs](#)



The UK's largest hiring platform, **Totaljobs** have over 280,000 live jobs adverts on our site, helping you to find any type of job, in any industry, wherever you are based.

Go to the website or scan a QR code

[Jobs in Hereford \(with salaries\) - May 2024 | Hereford Jobs & Vacancies \(totaljobs.com\)](#)



**LinkedIn** (/lɪŋkt'ɪn/) is a business and employment-focused social media platform that works through websites and mobile apps. The platform is primarily used for professional networking and career development, and allows jobseekers to post their CVs and employers to post jobs.

Go to the website or scan a QR code

[LinkedIn: Log In or Sign Up](#)



### How to prepare for an interview

1. Carefully examine the job description
2. Consider why you are interviewing
3. Perform research on the company and role

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### 4. Consider your answers to common interview questions

Here are some questions that you may be asked in a Job interview



- Could you tell me something about yourself and describe your background in brief?
  - How do you deal with pressure or stressful situations?
  - What are your salary expectations?
  - Why are you interested in our company?
  - Why are you interested in this position?
- What are your strengths?
  - What are your weaknesses?
  - Why did you leave your last job?

### 5. Practice your speaking voice and body language

### 6. Prepare your travel arrangements

### 7. Present yourself accurately and positively

### 8. Have a question to ask the company. You are normally asked if you have any questions at the end of the interview. If your question has been answered, say all your questions have been covered during the interview – this is fine to do.

It is normal to be asked when you would be available to start if you were offered the job. This does not mean that you are being offered it.

Hvoss and the Hereford Branch of AUGB often offer coaching and courses on CV writing and how to approach an interview. Sign up for their newsletters to keep up to date with the offers.

[CONTACT - HVOSS | Herefordshire Voluntary Organisations Support Service](#)

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**SELF EMPLOYMENT/IDEAS FOR BUSINESS – Malcome Jones** is an expert in helping new business start. He is willing to advise, FREE OF CHARGE, to anyone who has an idea or interest that they would like to turn into a business. He is happy to advise about tax etc. Contact hvoss for his details.

Information correct as of 28.10.2024