



# CV Writing and Job Interview Preparation

# Topics



- Application letter
- Resume\CV
- Job interviews
- Group interviews
- Grammar review



# Application letter

- Is it necessary?
- What does it include?
- What should be written in it?
- How to write it?



# Resume

- What is its purpose?
- What does it include?
- Common mistakes: styling and content
- English VS. Hebrew



# Job interviews

- Preparation for job interviews
- Do's and don'ts
- Common questions

# Group interviews



- What do they check?
- How are they done?
- Do's and don'ts



# Application letter

Yes? No?

- If it doesn't help it definitely won't harm
- Helps your CV "stick out"
- Focuses on details you think are most important
- Enables you to add your personal tone

# Vocabulary for job application

- Respond
- Response
- Enclosed\Attached
- Present
- Join
- Promoted
- Current



- Challenging
- Operation
- Fluent
- Relocate
- Suitable
- Qualified
- Keen

# resume



Name: Danni miller

ADRESS: Even Gvirol 13<sup>th</sup> Tel aviv

Army : 1990-1994 Golani

In the army I was a officer I got “katzin miztayan” twice.

Education:

1992-1994

Ort afula I studied 32 points bagrut with an avrage of 103

1995-1999

BA in economy I graduated with an average of 98. I was the best student in my class

Experience:

1999-1996

Worked in security on a ship called love boat.

1999-7\2001

Was promoted head of security on the boat dream travel (same company as love boat, david shipping)

3\2001-7\2001

Worked in intel I purchasing, I waas in charge of thew supllayer department in which I had to negotiate prices with supllters. I worked very hard and had great results.

7\2001-now

Purchasing manager in Bank hapoalim:

Responsible for 7 workers, I am in charge of finding suppliers for the bank. Getting best offers and signing contracts. I work closely with the CEO I am known as a great negotiator, I get price offers from workers in the bank and than I contact the sopluyer and I try to get the best deal I can get.

Languages:

Hebrew: moter toungh

English: very good

Spanish: good



- What is a resume for?

To show that you are the  
person for the job

# How to write my CV



- Use 1 font
- Summarize it on one page
- Check typo mistakes
- Check grammar, punctuation, capital letters

# Common mistakes with CV writing



- Too long (one page if possible)
- Long paragraphs
- No structure
- Information not relevant to specific job
- Standard CV for different jobs
- “Job hopping”
- Missing years
- Send in Hebrew unless specifically asked not to
- Photo
- Use 1 font
- Arrogance



## What to write

- Contact details
- Objective for resume
- Education: university and any other courses relevant to the job
- Job experience. (recent first)
- Skills (computers, languages)
- Other experience (volunteer)
- Military service

# What not to write



- Date
- Resume
- High school (if you have a degree)
- Jobs that are not relevant
- Jobs in which you worked only for a few months

# Vocabulary for resume writing



- Contact information
- Military service/national service
- Marital status/age
- Education and qualifications
- Skills
- Experience
- Reserve duty



The most important thing to remember before going to a job interview is.....

There is no second chance to make a first impression

# Preparing your self for the job interview



- Learn by heart all the details mentioned in your resume
- Learn about the company and about the position offered
- What is your salary expectation?
- Neat appearance
- Be confident (not cocky)
- Practice

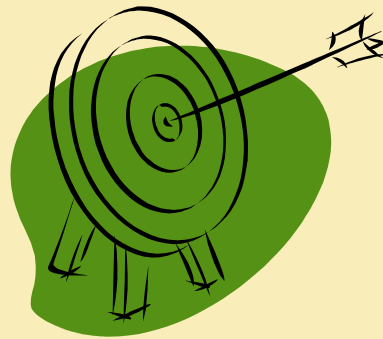
# Appearance



- Subtle colors
- Hide tattoos and piercing (if possible)
- Try to avoid jewelry that attracts to much attention
- When picking clothes ask yourself what would my mom think of my clothes?
- Avoid jeans
- Be tidy
- Body odor (easy on the perfume)
- Make up should be gentle and elegant
- Don't wear anything that might come across as provocative
- No gum

# The HR of the year

## Dima Olga and Natalia...



# Nonverbal communication



- Eye contact
- Facial expression
- Sounds
- Posture
- Personal space
- Tone of voice
- Gestures

# Personality characteristics



- Shy
- Friendly
- Honest
- Communicative
- Confident
- Calm\stressed
- Sense of humor
- Enthusiastic
- Outgoing



## Body language

- Walk in confident
- Smile
- Wait until you are invited to sit, weren't invited?  
Ask politely "may I sit here?"
- Nod when listening, it shows interest
- Don't touch the desk or anything on it
- Lean forward
- Move your hands but don't over do it
- Don't cross your arms

# Communicating with interviewer



- Don't ask personal questions
- When asked a question, answer it.
- Keep your answer to the point don't lecture.
- Don't dominate the interview let him lead the interview
- Don't be overly friendly keep the interview professional
- Keep eye contact



## Common mistakes in interviews

- Being cocky
- Lack of formality
- Yes\no answers
- Not showing interest
- Asking too many questions regarding benefits
- Being negative
- Not asking questions
- Lying
- Use of slang

# I don't understand



- I'm sorry I didn't understand the question
- I don't think I understood you correctly
- Please could you repeat the last question.
- I think I may have misunderstood your last question
- Don't say "what?"



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# Grammar review

# Questions regarding former job



- What were your responsibilities at your last job
- Why did you leave your last job
- What were the things you liked most and disliked the most in your job?
- What were your biggest challenges at work?
- Tell me about one of your failures
- Describe a typical work day
- What was your greatest accomplishment?

# Questions regarding future job



- Why do you want this job
- Why do you want to work here
- What makes you the right person for the job
- What is your salary expectation
- What are your expectations regarding this job
- What experience do you bring to this job?

# Questions regarding personal characteristics



- Tell me about yourself
- What is your greatest strength?
- What is your greatest weakness?
- What would your colleagues\boss say about you?
- Where do you see yourself 2 years from now?
- What irritates you?
- What would you like to change in your self?
- Are you a team player?
- Describe a conflict you had at work, how was it resolved.



## Group interviews

- Self presentation
- Group dynamics
- Analysis
- Role plays relevant to job

# Group interviews



- Handling stress
- Managerial skills
- Team work
- Personality
- Handling conflicts
- Working according to time frame
- Creativity



Thank you and good luck  
with you next job