

Career Planning

CV and Interview Guide



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CMM works with candidates across the various sectors within the golf industry supporting their journey into positions befitting their talent and aspirations.

CMM operates on the basis of confidentiality and discretion as it understands the sensitivity of the information candidates share with the company.

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1. Your CV

Maximising the impact of your CV and preparing thoroughly for interview are two areas of the recruitment process that you the candidate can influence. In a competitive marketplace you need to capitalise on every opportunity to set yourself apart.

In many ways your CV is the most important part of the recruitment process. It provides potential employers with information on who you are and the skills that you possess. A well-crafted CV can create a powerful first impression by outlining your abilities and experience.

An outstanding CV is one that provides concise information about your experience and education, and is tailored specifically to the post for which you are applying.

Be positive about your achievements

Make it clear why you are the best candidate for the job and try to tailor separate CVs for each vacancy you apply for.

Consider the contents of the advert or role profile and look at how you can demonstrate the required skills on your CV.

Be sure that your skills are stated clearly and not lost amid technical jargon or long-winded explanations.

Demonstrate focus and direction

Decide on a job objective that can be summed up in one sentence on your application. Remember that a long and protracted statement suggests that you lack clarity and direction.

Skills matter

Draw attention to your skills and strengths as well as your qualifications. You can do this in the comments section of your CV.

Sell yourself

Don't just state what skills you have, also explain why they are beneficial. Don't go into excessive detail, though. Brevity is important in crafting a high impact CV.

Impress the employer

Provide examples of how you solved workplace or career problems, and what the results were. Innate personality abilities are as important as vocational skills.

Tell the truth

Ensure the information you provide is accurate and truthful. Do not try to cover up any aspects of your career or experience. If you are found out, any exclusion or obvious inaccuracies will have a negative effect on your application.

It's not difficult for employers to do background checks, and in most organisations this is standard practice.



2. Interviews

Employers use interviews to confirm that an applicant has the required skills, knowledge and attributes to succeed in the position available. Interviews assess many levels of an individual's character and career, including cultural fit, team dynamics, and their willingness to contribute to the organisation as a whole. Employers are seeking candidates who will be valued, trusted and productive team players.

Interviewees must try to consider how they can best demonstrate their skills and experience, making sure this is done in a positive and constructive manner. You need to consider which examples you can use to provide evidence that you're the right individual for the role.

Preparation

Research the company, its competitors, market position and recent developments within the industry.

Prepare a list of questions that you think might be asked and plan your answers. A useful tip is to look at the job description.

This should enable you to define the required qualities and identify the skills and experiences that you need to fulfil the role.

Think of any questions you would like to ask the recruiter about the company, the department and the position.

Personal impact

Making the best personal impression you can on your interviewer is crucial in securing any position.

Employers will expect you to:

- Dress smartly
- Arrive on time
- Relax and be yourself
- Listen carefully to questions
- Think before you speak
- Answer the question asked
- Be enthusiastic
- Focus on what you can offer them
- Have a positive attitude
- Emphasise your skills and experiences relevant to the position
- If appropriate, describe how transferable skills can benefit the position
- Provide examples of the company's competencies, e.g. strong market position

Employers will not wish to recruit candidates who:

- Demonstrate a lack of enthusiasm or negative attitude towards themselves or others
- Criticise their managers, or those they report to
- Give the impression that the role is not their first choice
- Cannot commit to the length of the role (interim, contract & temporary roles)
- Are inflexible

2.1 Interview formats

Few people look forward to an interview, and that may explain why we rarely spend much time finding out what the interviewer has in store for us. However, not all interviews are the same.

For example, consider finding yourself in a situation where the otherwise mild mannered interviewer suddenly asks personal or confrontational questions. Would you respond in kind and tell them to mind their own business? Or would you sit back and remind yourself that the chances are you're experiencing a stress interview, designed to gauge how you'd react under pressure?

Employers use a wide range of techniques and strategies to assess potential employees. By checking what they have planned for you, you may at least avoid some unpleasant surprises.

In most situations, you're likely to find yourself in one of three main formats of interview.

i. The single interview

This is a one-to-one meeting between interviewer and candidate. Favoured by smaller companies, this is often the least threatening type of interview because it usually resembles a normal conversation between two people.

However, before you relax completely, bear in mind that your success in this type of interview depends very much on whether you and the interviewer strike up a rapport. If they don't like you as a person, they may not employ you - even if you are the best qualified for the job.

ii. The panel interview

In a larger organisation you may find yourself being interviewed by several different people. This type of interview is used as a way of gathering a range of impressions about you, with the interviewers meeting up afterwards to compare notes.

An advantage of this for you is that if you don't gel with one person, you may do better with somebody else. But remember that in practice the process won't be entirely democratic.

One person, usually the most senior interviewer, will have the casting vote. Therefore you'll still need to make a good impression on him or her.

iii. The remote interview

Telephone and video interviews are increasingly used to screen candidates during the first round, a growing preference to the more expensive face-to-face format. You should put the same effort into preparing for them as you would for the more conventional interviews.



The telephone interview

Try to relax – you will not only be undisturbed during the interview, but you can also ensure that you have your notes in front of you.

Remember that you will not be able to rely on visual clues, so convey with your words and your tone of voice what you might otherwise have achieved with a smile or a nod.

If there are any long silences following your response to a question, you can always ask: 'Would you like me to expand further on that?'

Follow these tips:

- Use a landline, or take the call in a room where the signal is strong and you will not be disturbed
- Keep your CV and application form to hand as a prompt
- Sit up straight, or even stand
- Dress smartly – this will help you feel more focused
- Do not eat, drink or smoke, etc., (the telephone amplifies noises)

If you are living in a shared house, be sure to warn your housemates that you are expecting an important call. This way the interviewer will be greeted courteously.

The video interview

Video interviews are fast becoming commonplace, particularly if you have applied for an international position.

As far as possible, you should treat them as a face-to-face interview. Follow these tips:

- Dress as you would for a conventional interview
- Set up your PC or laptop so the camera is at eye level
- Your backdrop should be fixed, plain and not distracting to the interviewer
- If you are not used to video calls, run a test call with a friend or family member
- Make sure that you will not be disturbed during the interview
- Address your answers to the camera not your screen. This will ensure you make the video equivalent of eye contact

2.2 Interview styles

Styles of interview tend to fall into three categories: traditional, technical and competency-based. Regardless of the style, however, there are certain 'sections' common to most interviews – namely, the outline of the role and a walk through of your CV.

Being familiar with and prepared for these sections will build a strong platform for interview success.

The role

The first section of the interview tends to be focused on introductions and a run through of the position. Here, first impressions count.

As much as this will be the time when the interviewer does the majority of the talking, you should avoid the 'nodding dog syndrome' – a trap of thinking it's not a section of the interview that requires your contribution.

This first section represents a great opportunity to demonstrate you have researched the role and company.

Being able to say 'well, actually, I know a lot about your organisation having read your annual report and studied your website in detail'. This response, backed up with specific examples, creates a powerful first impression.

When the interviewer runs through the role, it also represents a chance for you to ask questions about the technical aspects of the role.

It's much better to ask such questions when they are relevant – rather than storing them up for the end – and will allow the interview to be more conversational from the outset.

This demonstrates your interest through engagement, assertiveness and strong listening skills. It will also help overcome nerves.

CV walkthrough

The opportunity to talk through your CV represents your first chance to convey experience relevant to the role and to explain why you are keen to on the position. If structured correctly, it can also demonstrate your communications skills.

Follow these tips: Have your CV with you (in case you need to refer to it)

- Walk through your CV chronologically – start at the beginning and bring the interviewer up to the present day.
- Provide a synopsis of your early career and education, outlining why you chose the career path you did.
- Walk through each role, outlining what your duties were and what you achieved and what enjoyed about each role.
- Cite achievements which are relevant to the interviewer's needs, e.g. 'this position gave me great experience of managing people, exposure to a specific regulation or a particular IT system, etc.
- Focus on the roles and achievements that you feel are of most relevance to the role you are interviewing for.
- Expect to be interrupted and asked to expand on your comments.
- Explain your reasons for moving on from each role. Avoid being negative about previous employers and focus on the draw of the role you moved into and the career progression this offered.
- Finish your talk through by outlining why the role on offer represents the next step in your career.

i. The traditional interview

This style has been around the longest and will look to explore your strengths and weaknesses. You will probably be asked to talk through your CV, questioned on your suitability for the role and quizzed about your career aspirations.

Likely Questions

- Can you describe your key strengths & weaknesses?
- How do you feel you could add value to this organisation?
- Do you work well in a team environment?
- What type of personalities do you get on well with and least well with?
- Would you say you work well on your own?
- Do you prefer to work on your own or in a team?
- How would your colleagues describe you?
- Describe yourself in three words?
- What would you say your greatest achievement has been?
- What are your ambitions?
- What motivates you?
- What is your perception of this role / company?
- What would you say your most difficult decision has been?
- How would you deal with criticism?
- Is change a positive force in the work place?
- Would you say you work well under pressure? Give an example
- Which is more important, meeting a deadline or completing an accurate piece of work?
- Have you ever challenged the view of a superior to positive effect?
- What would you say are the most important attributes of a manager?

The traditional interview style, if approached properly, gives you the best platform to outline why you are the best candidate for the role. You should, however, be aware of some potential pitfalls.

Difficult Questions

Why are you leaving your current position? Why did you leave your last position?

Essentially, the employer is looking for potential problems you have had in the past that you may bring with you. The best way to deal with these types of questions is to cite reasons such as career progression, quality of life or remuneration and link these to the positive aspects of the new role you are hoping to secure.

In these situations, never launch into a tirade about how much you hate your current role or how incompetent you view your manager, however true these statements may be. Always be upbeat. This projects a much more confident image.

What can you offer this company?

The interviewer wants to know how you can solve their problems. By ensuring your CV is focused on matching your skills to the employer's needs, you will have accumulated all the material necessary to answer this question.

Here, you also have the opportunity to differentiate yourself in two ways: firstly by emphasising your strengths and, secondly, by demonstrating that you have researched the employer's business prior to the interview.

Give a balanced answer that highlights exactly how your strengths match the job requirements and show an awareness of what the company does.

Where do you hope to be in five years' time?

In recent years this has become something of a standard interview question. What the employer is hoping to establish is your degree of ambition.

Beware, though: this question is often a double-edged sword. The job may carry little prospect of career development. If you are keen to progress, this may not be the appropriate role for you, so you should establish what opportunities there are and if it is possible (and indeed expected) to progress into other roles.

Always answer in general terms and avoid staking a claim for the interviewer's job.

Above all, ensure that during your interview preparation you have established what your own job requirements are, as well as those of the employer.

ii. The technical interview

This style is much less common than either the traditional or competency-based interview approaches. The technical interview tends to focus on the 'nuts-and-bolts' specifics of a role and assesses the candidate's suitability largely in terms of a close, technical fit. There is less attention paid to the candidate's softer skills and longer term career aspirations.

The technical interview is often utilised when employers are hiring for interim, temporary or contract roles.

iii. The competency-based interview

A competency-based interview is a structured interview designed around the key competencies of the role you are being interviewed for. It is designed to explore your career history in details, rather than the more general questions of a traditional interview.

All candidates being interviewed for the role will be asked the same questions. The interviewer will be looking for you to provide actual examples of times where you have undertaken or demonstrated the key skills of competencies the role requires.

Most of the questions will be structured using the following format:

- Can you tell me about a time when...
- Describe an occasion when you have...
- When has it been important in your role to...
- Can you give me an example of a time when...



2.3 Key competency-based questions

When you consider the core competencies below, use the **STAR** method – Situation, Task, Action & Result – to construct your answer. Around 30% should be focused on Situation & Task, 70% on Action & Result.

Teamwork

Q. Can you give me an example of a time when you worked well as part of a team?

HOW TO ANSWER – Be specific and provide details regarding the size of the team and what you do that is so important to the team. It could be your experience with particular processes, systems or clients but remember that they are interviewing you not the team. Remember to use 'I' not 'we' when answering.

Q. Can you think of a time when you have had to face difficulties within the team?

HOW TO ANSWER – Remember that the interviewer is only concerned that you handled things well. You need to ensure that if you have been involved in a dispute with a team member, you handled things appropriately and you kept any issues outside of work.

Make it clear that it did not affect the daily running of the team or any lines of communication. If you had an issue, you tackled it by initially approaching the individual and trying to resolve any problems, rather than immediately highlighting it to management.

Q. What types of people do you not work well with?

HOW TO ANSWER – Do not cite a huge list when highlighting a particular type. Make it clear that it is not that you don't work well with them, just that you find it more difficult. For example, unproductive workers are quite frustrating as you tend to take pride in your work and find it disheartening when others don't show the same level of dedication.

Accuracy

Q. Describe an occasion when you've had to work with a high attention to detail.

HOW TO ANSWER – Be specific and try avoid saying something along the lines of 'I do this every day', as they need to hear what you do and, if possible, that you understand why things have to be accurate.

Q. Tell me about a time when you made a mistake.

HOW TO ANSWER - Again, don't think that if you admit to making a mistake that they will automatically discredit your application. They want to know that you took accountability for your mistake and ensured that the things were rectified. Everyone is human and mistakes happen.

Good interview technique would suggest that you also say what you learnt from this rather than just moving on time management.

Q. Describe an occasion when you have to deal with conflicting priorities. 12

HOW TO ANSWER - ideally, you need to provide an example of a time when you have had to deal with perhaps three or four different tasks.

It may appear obvious, but you need to be able to demonstrate that you can prioritise well, look at the deadlines of each task, the importance, whether this is something relating to clients or for internal use.

Q. Tell me about a time when you successfully met a deadline.

HOW TO ANSWER - This is a fairly straightforward question, but be specific and demonstrate you understand the need to plan your day and allow time to meet particular deadlines.

Q. Can you give me an example of when you missed an important deadline?

HOW TO ANSWER - Demonstrate that you had anticipated the deadline in plenty of time, advised all affected parties and, if possible, asked for help from other people within your team or worked over lunch or after work to meet the deadline.

Again, if you can show that you learned something from this, it will help.

Q. What is more important to you: meeting a deadline or accuracy?

HOW TO ANSWER - In an ideal world, both are as important as each other; however, you need to be able to choose between them.

Generally, accuracy is the most important especially with financial services companies' regulatory requirements and their emphasis on professionalism. Besides, there is no point in producing work if it is full of mistakes, as you will need to do it again.

Client services

Q. Describe a time when you have provided outstanding client service?

HOW TO ANSWER - Think of situations where you have completed tasks or taken responsibility for dealing with clients issues through good practice and diligence rather than because it was part of your role.

Q. Give me an example of when you had to deal with a client complaint.

HOW TO ANSWER - The interviewer wants to check that you handled things correctly and that you took responsibility for the issues, gave realistic timescales and provided the client with a successful resolution to the problem.

Q. How do you gain the respect of managers/clients?

HOW TO ANSWER - Highlight that you always ensure queries are dealt with in a professional and knowledgeable manner, work is produced to a high standard and expectations are met and often exceed.

This could be through meeting deadlines earlier or providing additional information that will aid the client or manager.

Communicating & influencing

Q. Are you persuasive? Give me an example of a time when you have had to persuade other people to your way of thinking.

HOW TO ANSWER - Provide a specific example of a time when someone initially opposed your idea or opinion, but you managed to convince them of its benefit or logic.

Q. Can you build rapport easily? Tell me about a time when you have built rapport with a client or colleague?

HOW TO ANSWER - The interviewer will be looking you to demonstrate that you know the important aspects to focus on when dealing with clients.

To successfully build rapport, it is important to be professional, mirror the client or your colleague's manner and approach, as well as establishing some common interest.

Problem Solving

Q. Can you think laterally? How do you cope with solving problems? Are you flexible enough to cope with change and challenges?

HOW TO ANSWER - Outline the situation and the problem, the various approaches you might have taken and the one that you adopted. Why did you choose to tackle the problem this way and what was the result?

Challenging Situations

Q. Do you panic when under pressure? Can you respond to challenges and set yourself goals in a difficult environment?

HOW TO ANSWER - Briefly outline the task and the difficulties, show the steps that you took to cope with the situation. If other people were involved, be specific about what your particular role was.

State the result. Don't worry if the outcome was not 100% successful but show what you learnt from the experience.

Organising Skills

Q. How do you go about organising activities? Are you good at planning ahead and predicting possible problems? Can you lead others and delegate tasks when appropriate?

HOW TO ANSWER - Outline the situation, especially your role, describe any problems which arose and how you tackled them, say what the result was and what you learned from it.



2.4 Questions to ask

Whether traditional, technical or a competency-based interview, there are a number of questions you can and should ask at an interview. The answers will enable you to gain a deeper understanding about the nature of the role, the team and the company. It will also demonstrate that you are engaged and enthusiastic.

- How has this role come about?
- What are the major challenges if I'm successful in securing this role?
- Can you give me an indication of the training provided for this role?
- How will my career likely progress within this role?
- Please tell me more about the structure within this team/department?
- What is the team like to work with?
- What are the company's/department's plans for expansion?
- What is the company's mission statement?
- What are the next stages in the recruitment process?



2.5 Presentations

The inclusion of a presentation stage within the recruitment process is becoming increasingly common - and not just for senior positions.

With companies more cost conscious than ever before, HR departments and hiring managers want to ensure they select the very best applicant for the position.

As well as providing an extra layer of assurance, a presentation can be a powerful indication of a candidate's level of performance within a new role.

Delivered well, the right deck of slides can demonstrate presence, confidence, systematic thinking, problem solving, attention to detail, engagement, corporate polish - and of course, great communication skills.

While the prospect of delivering a presentation within an interview environment can be a little daunting, the right level of preparation can transform this into an opportunity to shine.

If you keep in mind the key features of a successful presentation then you could be one step nearer securing your dream role.

1. Structure

Directly after the front cover, dedicate your first slide to the presentation's agenda. The agenda should follow the simple rule of:

- Outlining what you are about to present to your audience
- Presenting to your audience
- Summarising what you've just presented to your audience

Make sure you follow the agenda throughout the rest of the presentation. Use the agenda points as headings for each respective section and include page numbers. They are invaluable if you have to return to a slide, e.g. when prompted by a question, especially if you've provided your audience with handouts in advance.

3. Length

Make sure your slides are not packed with information. Limit yourself to no more than four or five short points per slide that you can expand upon. Don't try and fit in too much. You will probably

2. Content

The topic of the presentation will almost always be set by the hiring company and can cover a whole host of subjects. Common topics can include:

- Outline your first 100 days in the role
- Describe your management style. What makes a good manager?
- How will regulation X / legislation Y impact on our business?
- Give details on how you would launch / market product Z

Depending on the level of guidance given, you should look to the job description as a good starting point. This will outline the fundamental competencies and qualities that the employer is looking for. These should inform your presentation.

A good recruitment consultant can help finesse the quality of your content, bring it into sharper focus and even provide an audience to present to - but the responsibility for researching, writing and editing the content rests ultimately with you. After all, it is your skills and abilities that the employer wants to see. Spend around one or two minutes talking to each slide, so you are being ambitious if you think you can get through 20 slides in 10 minutes.

Write in point form, not complete sentences. Long, wordy paragraphs will

be difficult for your audience to read and even more difficult for you to deliver. And your audience will spend too much time trying to read the slide rather than listening to you.

4. Design

Do not include information, images or animation that isn't necessary to your presentation. If in doubt, leave it out.

Capitalise only when necessary. Block capitals can be jarring, difficult to read and can come across as shouting.

Use colours that match or at least complement the company's logo. Use a font colour which contrasts sharply with your chosen background and makes the slide easier to read. Use colours consistently throughout the presentation.

If you are including a lot of numerical information then use graphs rather than words or even tables. A picture paints a thousand words – or in this case a thousand numbers.

Always proof your slides for spelling mistakes, unnecessary repetition and grammatical errors. Where possible, ask a third party to look over it – ideally, your recruitment consultant.

5. Delivery

Don't underestimate the impact of a strong opening. Making an immediate impact will lock in your audience and give you a good base for the rest of the presentation.

Throughout the presentation make regular eye contact with your audience. Don't speak too quickly. If you think your delivery is too slow then it's probably about right.

Make your ending as strong as your beginning. Don't just trail off mid-sentence. Use an effective and strong close. Your audience is likely to remember your last words. Use a conclusion slide to summarise the main points and, if appropriate, outline next steps.

End your presentation with a simple questions slide, inviting your audience to challenge your key points. This provides a visual aid during this section and avoids an abrupt ending.

Above all, rehearse, rehearse and rehearse. This will build confidence, strengthen delivery and reduce the need for extensive notes, which in themselves can create a wooden performance.

3. Creating a lasting impression

After the interview is over, be sure to tell the interviewer that you are interested in the job. Keep it simple, e.g. 'Well, thanks for seeing me. I'm very keen' or 'I'm certainly impressed and look forward to hearing from you'.

This is arguably the most important tip, as it will be the last thing the interviewer will hear from you.

It is difficult to dislike someone who you know likes you.

4. Resigning and handling a counter offer

If the interview has gone well and you have the right skills and personality to do the job, then you may get that all important offer.

An offer of employment should clarify the salary, benefits and conditions of the job. It may initially be as a verbal offer to gain an agreement in principle, but needs to be followed up by a written offer.

DO NOT RESIGN UNTIL YOU HAVE A WRITTEN OFFER.

You may want to negotiate the terms of the offer, although if you have made your position clear during the interview both side should be aware of what is required. Be careful with negotiation. It has to be a two-way process, you can't simply ask for more money or less hours with offering something in return.

Once everything is agreed, formally reply in writing (e- mail is generally OK) accepting the offer. This is an ideal time to clarify how you are going to resign and when you hope to start with the new company.

Resignation letter

Write your resignation letter in a professional and clear manner. Check your contract so that you can give the appropriate amount of notice and cover whether you wish to be paid for any outstanding holiday or to take it as part of your notice. This should then give you a date which you can include as your preferred leaving date. Remember that you may need to negotiate this with your current employer.

as you can. Explain why you wish to resign as detailed in your resignation letter and hand over your letter at this meeting.

Your resignation is likely to be a surprise or shock for your manager. Be prepared for a range of emotions from them. They will need the opportunity to come to terms with the position that has probably taken you months to reach. They may also need to discuss this with other people in the company before deciding how to respond. Hopefully they will understand why you are moving on, thank you for all of your hard work and wish you the very best for the future. It may be necessary to have a further meeting to finalise your leaving date and what work needs to be done during your notice period. Always be helpful and considerate during this period. You must remain professional at all times, even if you may dislike your job or boss and cannot wait to leave.

Resignation

You need to make an appointment to meet with your manager, director or HR department so you can formally resign. This is naturally a daunting prospect and so it is best to get it over with as quickly

A counter offer

Your boss may not want to lose you. It rarely looks good to lose staff and also it can be difficult to find a replacement. A selfish boss may try to keep you with a counter-offer. Once they understand why you want to leave then they are in a position to promise to match what has been missing in terms of salary, behaviour or opportunities. You will naturally be flattered by a boss who says that they do not want to lose you.

Think carefully before accepting.

If you have had to resign to force them into giving you a pay rise, then they do not really value you. Promises to change behaviour or improve matters rarely come to fruition. The majority of candidates who accept a counter-offer return to the job market within six months as the promised changes did not happen.

5. The “Virtual You”

Most people now have some form of social or business media presence on the internet.

It is common practice for potential employers to search these as part of their recruitment process to research you as a person.

What does your “Virtual You” say about you?



Look at your Facebook page. It needs to look ‘human’ but if it comes across unprofessional, then you may need to make some changes to improve its look to a potential employer.



If you are not already using the business networking site LinkedIn then it will probably be beneficial to set up a profile. Do set up a complete profile, with an appropriate picture. Half- finished profiles look just that – half finished.

Recruiters and employers search on LinkedIn for new staff and interesting people, so it is important that you look good. You then need to gain some connections. Be selective with the people that you know and have worked with in the past. Don’t accept anybody. Recommendations from work that you have done in previous jobs are always helpful.

If you are not currently working, or are being made redundant, then broadcast that you are actively looking for new opportunities using LinkedIn. You never know who may be searching.



6. Next steps

At CMM we are here to assist you in discovering opportunities that match with your talent and ambitions, and by registering with us you have already started that process.

Working with a Recruiter

The fact that you are not paying anything for the service does not mean that you should treat it lightly. An experienced and professional recruiter can help you to achieve a life changing career move. Work with them and understand how they can help you. Build a positive working relationship with your recruiter and consider their advice. They should be able to offer advice on CVs, interviews and the current market. You will need support through the job application process and a good recruiter will give you this. Keep in contact. If a recruiter arranges an interview for you, you need to go to it and then call them immediately with your feedback afterwards.

Don't apply for everything

Your first encounter with a recruiter is likely to come when you apply for a job they have advertised. It is important that you only apply for jobs that fit your skills and also where you fit the requirements in the advert. "Applying for everything" is a real waste of everybody's time and is unlikely to endear you to a busy recruiter. When you apply for a job, attach your CV and include a short explanation of your position and why you feel the job is right for you. Recruiters advertise on a series of job websites, don't apply for the same job through every site. Keep a record of the positions you have applied for and with which recruitment company.

Stay in touch

As you progress in your career it is vital you stay in contact updating the recruiter on progress, achievements and ambitions. You can also keep up to date with the latest news and career opportunities by joining and following these networks:

<https://www.linkedin.com/company/colt-mackenzie-mcnair-limited>

<https://twitter.com/Coltmm>

If you have any further questions or would like to discuss any of the above in more detail, please reach us on:

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