



Dubai-
UAE
Chapter

CV Writing & Interview Tips



Who am I?

- Brad Boyson
- Head of HR Hamptons / Emaar
- 15 years global HR experience
- US Masters Degree in HR
- SPHR & GPHR Certified
- UAE SHRM Forum Leader



2 Initial Questions:

1. What is the purpose of a CV?
2. On average, how much time does a recruiter spend initially screening a CV?

Assuming you want the job...

- i) You need to PLAN &
- ii) Capture ATTENTION

Getting a job is about Marketing – You!

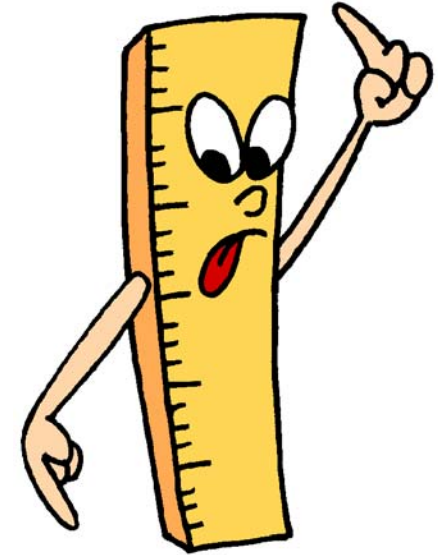
Part One: Marketing You

Top 10 **CV Writing** Tips



#1: CV - Length

- Two pages ideal
- Three pages maximum



- Don't add unnecessary content to try and make the CV longer

#2: CV - Format

- Chronological vs. Functional
 - Chronological (most recent) is preferred
 - Personal information first
 - Core strengths next (e.g. experience or education)
 - Always list information from most recent to older

#3: CV - Common Categories

- Personal Information
- Experience
- Education
- Skills (languages/software)
- Associations/Memberships
- Interests/Volunteer Work



#4: CV - Customize

- Add a customized **Cover Letter!**
- Research the organization
- Use the person's actual name in email
- Make reference to something specific about the organization in the Cover Letter
- If you use a CV template, change it enough to make it look unique from others

#4: CV - Customize

- Don't spam employers
- Don't apply for 'any' job
- Don't sell yourself short

#5: CV – Tone / Style

- CV is not an essay
- Put half of the information in point form
- Don't write in first person (e.g. “I”, “my”)
- Be objective, state facts
- Subjectivity stays in the Cover Letter

#6: CV – Personal Information

- Picture or no picture?
- Age or no age?
- Religion or no religion?
- Marital Status or no?
 - Customize to your audience
 - Note the ‘nationality’ of the organization

#7: CV – Add ‘Interests’

- Most new graduates have very similar CVs
- Add information that demonstrates the activities you do in your own time
- Don't list activities ‘everyone’ does (e.g. *surf the net, watch TV, go to movies*)
- Volunteer or community work is ideal

#8: CV – Online Submissions

- Avoid complicated layouts
- Avoid graphics (upload size restrictions)
- Use key words for search engines (e.g. *MBA, Photoshop, Arabic, etc.*)
- Use common fonts



#9: CV - Proof Read

- No excuse for grammar or spelling errors
- Get a friend to read and review
- Get an HR person or recruiter to review



#10: CV - Be Truthful

- No reason to exaggerate beyond truth
- Extra emphasis is *ok*, but not too much
- Lies can catch up with you later in your career

Part Two: Marketing You

Top 10 Interview Tips



Initial Question:

- What is the purpose of the interview?
 - To get the job

#1: Do Research

- Nothing shows your sincere interest more than talking with real knowledge about the company
- Find out some information (Google) the person interviewing you before your interview; this will help you be more relaxed in the interview



#2: Dress Professionally

- Dress as if you are going to work at that organization (national dress highly recommended for nationals)
- Go to the location of the interview before to confirm the location and see how people are dressed
- You can always dress more casual later

#3: Be on Time

- Different cultures have different attitudes about being on time
- In general, it's best to be safe and be a bit early

#4: Turn Off Your Cell Phone

- Respect the interviewer's time and attention
- If your phone does ring – turn off (don't answer)

#5: Don't be Nervous

- (yes, it's easier said than done)
- Remember - the organization needs you; you are potentially the solution to their staffing problem
- Practice! Q&A There are commonly used interview questions, practice your answers before you get to the interview

#6: Body Language

- Be aware of how you are presenting yourself
- Practice an interview with an HR person or recruiter and ask for their feedback. Video tape – even better.
- Smile! Positive energy is contagious

#7: Take Notes

- Doing so demonstrates more of an interest in the organization / job
- Write down questions / notes to ask later

#8: Ask Questions

- Even if you don't have questions, ask questions! (e.g. *why do you like to work here?*)
- The interviewer wants to see how you 'control' a conversation and see if you are more engaged at the prospects of the job
- Thoughtful questions are a way to show your research & planning skills AND your intelligence!

#9: Never ...

- answer, “*I’m a perfectionist*”
- answer, “*Just give me a chance*”
- criticize former or current employers
- start by asking how much the job pays (that’s usually a second interview issue)
- ask too personal questions of the interviewer

#10: Ask for the Job

At the end of the interview:

- Reaffirm your interest in the job
- *Ask* if there is anything else that the interviewer needs from you
- *Ask* for interviewer's business card
- Always send a simple follow-up 'thank you' email or even thank you card.

Part Three: Marketing You

**Differentiate
yourself!
Getting a job
is a
competition**



Part Three: Marketing You

Network:

Over 50% of all
jobs come from
a referral





Dubai-
UAE
Chapter

Questions?