

“How to” Guide - Situations Vacant

1. Find a Job Advert

Look for a job advert relevant to a career path that you would enjoy. What are your hobbies and Interests? You should look for vacancies related to these as you will be judged on both the relevance and quality of the advert. When you have found an advert make sure you can obtain multiple copies (take a photo, scan, or download the advert). Record where you found the advert and when it was published. Remember - adverts must have been published in the 12 months prior to Competition Day!

Examples of where to look for job adverts:

- **Online :** www.indeed.com (general job search site), www.healthcareers.nhs.uk (health and social care positions), www.careers.jobsinagriculture.com (agricultural, mechanical and land management jobs), social media such as Facebook or Twitter.
- **In-print:** Newspapers - Local and National, Magazines (Farmers Weekly, for example have a good selection of careers in agriculture), Local Noticeboards.
- **In- Person:** A Jobs Fayre, Local Job Centre, University/College careers advisor, Word of Mouth (ask friends and family members for adverts they may have seen)

2. Prepare your CV.

A CV (short for curriculum vitae) is required when applying for a job; it is a personal marketing document used to sell yourself to potential employers. Your CV should tell your employer about you, your career history and your skills, abilities, and achievements. Ultimately, it should highlight why you are the best person for the job!

Sections to include in your CV:

- **Name & Contact Details:** these should be positioned at the top of the page. Include an email address and phone number. It is not necessary to state your full address - the Town & County will suffice.
- **Personal Profile:** This is a short paragraph that sits underneath your name and contact details giving a brief overview of who you are and what you can offer the company.
- **Your experience and employment history:** List your experiences in reverse chronological order with your most recent employment at the top. Remember to include your key responsibilities, skills, and achievements. Choose examples of achievements relevant to the job you are applying for.
- **Education and other Qualifications:** Include the name of the School/College/University you attended, and the course studied. Include your highest qualification level and any other relevant qualifications you may have (First Aid at Work Certificates for example).
- **Additional Sections:** If there is room you can include key skills, hobbies, and interest you have that are relevant to the job advertised. Avoid listing hobbies/interests that are irrelevant. **Remember - Your CV must not be more than 2 sides of A4 paper.**
- **For more information on building your CV visit:** The NFYFC Website and access our Competitions pages. Alternatively, visit [CV Library 'How to write a CV'](#)

3. Write your Covering Letter

The covering letter introduces you to the employer and asks them to consider your application. Keep it short, 3 to 5 paragraphs, and attach it to front your CV. When writing your covering letter, remember to:

- Make sure it is targeted toward the specific job you are applying for. Address it directly to the company recruiter and make sure the company name and recruiter's details are correct. You can use the company website to confirm their details. Remember to show you have done your research into the job and the company.
- Use the same font and font size you used for your CV. Be clear and to the point, 3 to 5 paragraphs will suffice. Double check your spelling and grammar before you send it, have a friend or relative check it for you!
- **Remember - the covering letter must not be more than one side of A4 paper.**

4. Send your documents.

Documents are due in 2 weeks before the competition. Please check the competition rules for the specific date.

Items to include:

- Job Advert (Make sure it is stated when and where the advert is from)
- Your Covering Letter
- Your CV

5. Competition

On the day of the competition, you will attend an interview where you will be asked questions about the job you have applied for, the job advert and the requirements specified in the advert. Dress appropriately for the situation. Smart, business dress would be suitable for the interview.

Questions will also be asked about your own life and previous work experiences relevant to the job. Expect questions such as: *“Tell me about a time when you had to meet a deadline”*



Try to answer your questions using the 'STAR' method to highlight qualities and skills relevant to the job that you have gained from past experiences.



Situation (What was happening)

Task (What was required)

Action (What did YOU do)

Result (What was the outcome)

Remember to bring a copy of your CV, Covering Letter and Job Advert with you on the day of the competition, Dress smart, smile and breathe! Enjoy the experience.

Good Luck!