

Applications and Recruitment & Selection Insights for Masters in Economics Students

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Student Careers & Skills
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WARWICK
STUDENT CAREERS & SKILLS



Aims

1. To help you feel better prepared for your future career
2. To help you make effective applications – from researching jobs and employers through to writing applications to help get you shortlisted
3. To help you to construct effective tailored CVs for specific roles
4. How to show motivation in a cover letter
5. General top tips on graduate recruitment trends.

By the end of this session you will be able to:

- ▶ Be aware of the main ways in which you can research jobs and employers
 - ▶ Know what to include in your applications
 - ▶ Understand how you can adapt your cv when one is required
 - ▶ Know how to show your motivation, skills and research through a cover letter
 - ▶ Understand the latest trends in graduate recruitment and selection
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How to get started

- ▶ Understand what the specific **role** involves
- ▶ Identify the **skills** and **qualities** required for the job you are applying for
- ▶ Identify your personal **relevant** experiences, skills and strengths
- ▶ Define your **unique selling points**



Researching a role

- Organisation website
- Job description/person specification
- [Business databases](#)
- MarketLine Advantage
- LinkedIn
- Careers Fairs
- Employer Presentations
- Visit



Application Forms



Typical types of application questions

- Motivational
- Competency
- Strengths based
- Hypothetical
- Commercial Awareness/ Technical (relating to professional knowledge)





STAR (E) / CARE Framework



Use this to help you structure your answers to competency questions.

S ituation

T ask (or target)

A ction

R esult

E valuation

} **C** ontext

- Use 15 - 20% of your word limit to set the scene
- Use 60 -70% to talk about your action & the skills you used and developed
- Use 15 - 20% to explain the outcome of the situation & learning points



Question:

Describe a time when you faced a challenge?

Situation

Task

Action

Result

Evaluation

Tailor Your Application

Consider the printed job summary, person specification and job description.

Produce an outline plan of what you would put into each of the paragraphs if you are applying for a role which requires either a cover letter or supporting statement.



Cover Letter - Content

- **The opening**

- Named contact if possible
- Which job and why you are applying



- **Why do you want to work in this role/organisation?**

- Show the employer you are targeting your letter to their job
- Show that you have done your research about the job, employer and industry

- **Why you?**

- What it is about **you** that makes you compelling = **skills**

- **Closing**

- Reaffirm your suitability and enthusiasm



Recommended format for letters accompanying a CV

Your current address
In full
In full
With postcode



Only include if this is an actual letter rather than the body of an email.



Only include if this is an actual letter rather than the body of an email.

Date



Do your best to find a named person using LinkedIn, their website or by phoning the organisation.

Name of Graduate Recruitment Manager
Address of organisation



Alternatively, if you can't find a named contact and you are applying to a large graduate recruiter, you could say "Dear Graduate Recruitment Team". Dear Sir/Madam may be more appropriate if you are applying to a smaller organisation.

Dear Name (use title and surname only)

Re: Graduate Programme Vacancy No. 382

Paragraph 1: Use as introduction. Say, for example, that you expect to graduate in [Date], with details of your degree subject and class.



It is good practice to include this in the subject heading when sending as an email.

Paragraph 2: Give reasons why you are applying to that organisation - your motivation: why you want to do the job, work for that company and in that sector. It's not about the company's marketing, it's about why you want to do this and why them. Your research is important and it will show in a good covering letter.



Include actual or predicted grade.



See Researching Employers for top tips

Paragraph 3: Show how you are a good fit for the job and the organisation. Using the job description and person specification for the role refer to the relevant key points in your CV which demonstrate the skills and experience you want the employer to note. You can use the phrase "As you will see from my CV I have..." Give some context, rather than just claiming that you have the required skills.



It may be that you want to discuss with Student Careers & Skills whether you include any other relevant points, e.g. if you have taken time out due to poor health or personal circumstances. We have more information about disclosing a disability on our Diversity Moodle.

Paragraph 4: The conclusion, "thank you for your time and consideration. If you have any questions regarding my application then please do not hesitate to contact me for further clarification. I look forward to hearing from you soon."

Yours sincerely (Yours faithfully if you do not have a name to write to)

Your name (Include electronic signature if you are sending it via email)

Supporting statement structure

Introduction – sets up the rest of your application and encourages the reader to find out more

Main body – provides evidence of why you want that job, what experience you have and what you can offer

Conclusion – ties the statement together



Supporting statement continued

- Always tailor to the role
- Follow all instructions clearly
- Use well written paragraphs to address all of the points in the job description or person specification
- Decide on what they really want – look at the key skills sought
- How do you meet the criteria? Highlight your skills, experiences and achievements
- Give them **evidence – specific examples**
- Use **headings and bold text** to highlight when making reference to key skills sought



CVs – make the right impression

- Formatting is crucial – you may have only 30 seconds to make a good impression....
- Employer may browse looking for keywords and evidence of qualifications and skills.
- There are no points for the number of things you have done...**relevance** is paramount.



A cv



- Not always needed
- 2 pages maximum
- Use formatting (bullet points) but don't over-use
- Keep to the facts – not a 'prose' document
- Should go with a cover letter
- Highlight your skills and experiences
- Include your interests
- References
- Get it proof read – *spelling and grammar errors are a top reason why applications are rejected*



Be specific to show your relevant skills



CV Top Tips

Jane Chen

12 Albany Green, Cannon Park, Coventry, CV4 8JC
Jane.chen@warwick.ac.uk 07717246122 www.linkedin.uk/janechen

Education:

2014-2017 University of Warwick, BSc Physics (expected 2:1)
Modules include: Mathematics for Physicists, Communicating Science
Gained strong analytical skills through extensive laboratory work

2010-2014 Dunnington Comprehensive School, Lancaster
A levels: Maths A, Physics A, Chemistry A, Biology B
GCSEs: 5xA*, 4xA, 1xB

Experience:

2014-present: Waitress, The Helpful Elephant, Daventry

- Customer focused part-time role in a busy gastro pub welcoming and serving a wide range of clients from business lunches to family meals and private events.
- Communicate well with the wide range of clients, catering for all requests and making sure everything happens to the highest standards.
- Responsible for duty managing certain events including liaising with clients prior to the event and solving all problems on the night.
- Gain regular positive feedback from clients and as a result won employee of the month across the Midlands region during June 2015.

2014-2015: Festival Organiser, Warwick Real Ale Society

- Worked within a committee of 7 to organise and run the Warwick University Real Ale Festival, the largest student run festival in the UK.
- Responsible for liaising with the Students' Union regarding venue use, licencing and health and safety.
- Produced draft plans for use by the committee and union and compiled weekly reports in the month run-up to the festival.
- Communicated with both independent breweries and larger distributors to organise delivery of the ales and ciders and managed the set-up schedule during the week.
- Solely managed the event on one of the three nights and was the senior person throughout the festival in terms of successfully dealing with problems arising.
- Attendance at the festival increased by 12% on the previous year and we received positive feedback in both student and local press.

2011-2014: Part-time Office Administrator, John Harrison Accountants, Lancaster

- Assisted the firm of 3 accountants by providing effective administration on a part-time basis.
- Effectively communicated with clients via phone as well as email and writing.
- Organised the diaries of all the accountants including setting up meetings with private and business clients.
- Efficiently met all deadlines imposed by both the firm and clients.

Skills:

IT skills: experienced with all Microsoft Office packages and quick to learn bespoke databases and software

Languages: Intermediate Spanish and German, basic French

Interests:

Travelling (organised a 3 week trip around Europe for a group of 5 students), Real Ale (member of the Coventry CAMRA branch) and Netball (regular player for the Physics department)

References available upon request

Make sure your sections go in reverse chronological order

Use bullet points, action words as well as facts and figures to detail your experience. Make it easy for the employer to see the skills you have developed and the impact you have had. Tailor it to the job!

Always keep your CV in the 3rd person.

How long should a CV be? In general:

- 1 or 2 pages (but not 1.5!) 1 page for most banking/consultancy roles
- 2 pages for most law/engineering roles
- Other roles can be 1 or 2 pages (no half pages) depending on relevant experience
- Academic CVs can be as long as you need

Applications Final Checklist

- Follow the instructions
- If contact given to talk about role – use them!
- Apply before the deadline *(some adverts are saying about the right to close before the deadline)*
- Give specific evidence of how you meet the person spec and job description
- Save a copy of everything



Recruitment Insights

- Video interviews or Submitting a Recording
- Situational Judgement Tests and Assessments
- Gamification and VR assessments
- Strengths Based Recruitment

Video Interviews

Typically will have only a short time to reply – countdown timer is typical.

Need to think about how you come across.

Get some practice using our [Practice Interviews](#) software



Body Language Advice

[Watch Amy Cuddy's TED talk on 'Your body language may shape who you are'](#)



Your body language may shape who you are | Amy Cuddy



Situational Judgement Tests

- To assess cultural behavior and fit



Gamification and Virtual Reality

- [The graduate job hunter's guide to gamification](#)
- [Virtual Reality in Assessment Centres](#)



Strengths Based Recruitment

- Check what recruiters are looking for; which of your Strengths could be useful to them?
- To do a strengths profile go to [JOBMI](#)
- See our Strengths Blog posts (search ‘Strengths’):
- [Cracking Strengths-based interviews](#)
- [Crack strengths-based interviews Part 2](#)
- [More top tips](#)
- [Find the fit](#)



Individual Careers Guidance Support

Appointments with me can be booked through [myAdvantage](#)

Some in University House and some in Social Sciences!

Read appointment confirmation booking information carefully!



Careers Drop In

Oculus Building

Monday – Friday | 8.30am – 2.00pm *

- **CV and Covering Letter reviews**
- **Application reviews**
- **Interview and assessment centre advice**
- **Quick careers queries**

* Available on a first come first served basis



Any questions?

