

School Teacher

“I was coming to the end of my teaching contract, and I saw that the Business Manager at the school was leaving. On initial viewing of the vacancy, I felt I ticked a lot of the boxes so I went ahead and applied. I needed to upgrade my CV, to actually answer the points that were set out in the job.

We went through the job description and person specification word by word, picking out what we felt were the key words and phrases. We had to marry these to the experience that I had gained in my working career, so that my CV was a near mirror image of the job description and the person specification.

To fill in the application form and write some supplementary information, we put my details on post-it notes all over the office wall, and then took them down and matched them to the right boxes. We also wrote a covering letter that brought things together and summarised what I'd put in the job application form.

Doing the exercise boosted my confidence. Early on, I couldn't think of anything I'd done that was astounding. But we sat down and we pulled out things that I'd actually done that were worthwhile and worthy of putting on a CV. My list of achievements has made me realise, actually, I have done something with my life.

The process made me realise that my old CV was a typical, traditional CV, starting with name, education, employment history etc. It made me realise that if you're going to go for something special, you've really got to look at the job description and look at the person specification, and then match it with the experience that you've got.

I should have done this process 20 years ago.”

- - -

This testimony is the transcript of a 'client review' phone call and is used with permission.



CAREER COACHING
TO MAKE YOUR MARK

CAREY ADAMS STRATEGIES

Abbey House,
Abbey Green, Chester,
Cheshire CH1 2JH

Tel: 01244 403422

Email: info@careyadams.co.uk

Web: www.careyadams.co.uk