

Limmud Festival 2020

You're Hired:

How to Get a Job in 2021

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Agenda for today

1. Changes in the job market due to Covid-19
2. What are employers looking for?
3. Tools to help you get work
4. Interviews – video examples
5. What help is available?

How is the job market different in the Covid-19 world?

- The Job Market is active; there were 547,000 vacancies in the UK between September and November
- New jobs have been created in technology, customer services, healthcare, and retail
- Jobs are harder to find in certain industries e.g. travel and events
- Greater competition for roles – a higher number of applicants are applying for each role
- Many graduate schemes / internships have been cancelled
- It helps to be creative in hunting down jobs. Most people will be recruited without meeting their interviewer face to face

What are employers looking for?

Companies employ candidates who demonstrate they have specialist technical skills and transferable behaviours to meet the needs of the job and organisation

In Covid times, employers are especially looking for:

- Resilience
- Flexibility
- Creativity
- Self-managing skills
- Confidence in using IT

Publicising yourself – the Toolkit

- CV – chronological, functional, hybrid
- Covering letters /emails
- One-page Personal Profile for networking
- Elevator Pitch
- LinkedIn Profile, Social Media presence

A bad CV

Curriculum Vitae

Address:

Name: Alex Cohen

10 High Street

Telephone: 07767 123 456

London W1 3CV

Email: boozyfloozy@gmail.com

Age: 36

NI number: AB123456C

Personnel statement:

I really like working with animals and I am good at it. I want to get a job in an office either working with numbers or maybe a job with animals

St Andrews Primary School

1985 – 1987

St John's Junior School

1987 – 1991

St George's Senior School

1991 – 1996

GCSEs Maths B, English D, French C, Science D, Geography B, Computing B,

St Patricks Sixth Form College

1996 – 1998

A levels in French, Biology and Geography

WORK EXPERIENCE

2000 – 2003

H Samuels Jewellers

Position:

Stacking shelves and operating tills

2004 – present Marks and Spencer

Position:

Working on tills

2007 – present Local Accountants office

Position:

Accounts assistant

Interests: I like shopping, reading and travelling and also really enjoy sport.

Skills:

- French
- ❖ russian
- ❖ Computer skills

References available on request

A good CV

Alex Cohen

London N3

07777 123456

alexcohen@gmail

linkedin.com/in/alexcohen

Experienced Jewellery Customer Sales Supervisor specialising in art deco designs. Expertise in the use and value of the full range of precious and non-precious metals and stones. Good interpersonal and selling skills used to develop relationships with international and high net worth clients

Key Achievements

- Leading and motivating team at ABC to increase sales by 50% and win the 'shop of the year' award
- Developing a reputation as an interesting presenter giving talks to local historical groups

Key Experience & Skills

- Recruiting, inducting and managing staff to ensure that they work as a team and exceed sales targets
- Demonstrating a high level of customer care leading to repeat business from a wide range of clients
- In depth knowledge of art deco period and art works, in particular jewellery
- Good presentation skills used to ensure that all stock is professionally and attractively presented within the shop and to individual customers
- Professionally cleaning jewellery items to ensure that they are always at their best
- High level of creativity used to advise clients on how their pieces might be redesigned to greatest effect
- Attention to detail with good numeracy skills ensuring that documentation is up to date and correct and that the tills balance against sales
- Committed to personal CPD including participating in seminars and workshops to increase knowledge of the field and build up a network of clients
- Experienced first aider able to administer basic first aid to customers and colleagues

Career Summary

Sales Supervisor	Maps & Weaves	2010 to date
Senior Sales Assistant	H Jacobs	2008 to 2010
Sales Assistant	Silversmiths	2005 to 2008

Previously worked in a variety of jewellery related roles including jewellery designer, stone setter and gold mining

Qualifications and Training

NVQ Level 3 Retail Supervision
2 'A' Levels – English and History
5 GCSE's including maths
First Aid at Work Certificate

Other Information

Member of PTA of Golders Green Primary School
Treasurer for football team

Interests

History, travel, visiting antique shops

The Personal Profile / Networking CV

Victoria Sterman



Leading a charity to deliver consistently excellent results, by nurturing the self-belief of clients, colleagues and volunteers.

Ideal Next Job

CEO of leading not-for-profit organisation

Contact Details



Victoria Sterman



07889 352970



victoria@resource-centre.org

Career History

2013 – Present	Resource Chief Executive
2008 – 2013	IMS Health Senior Manager, Editorial Publications
2003 – 2008	IMS Health Resource Manager

Achievements

1. Increased client success rates by x% by improving staff recruitment, retention and training
2. Increased funding by 30% in 5 years
3. Raised profile of charity to gain increased visibility amongst key stakeholders in Jewish community

Key Skills

- Human Resources
- Team Leadership
- Managing Change
- Human Resources
- Marketing
- Donor Management
- Emotional Intelligence
- Resilience

After a rewarding career in the pharmaceutical industry managing market research projects, recruiting management consultants and having P&L responsibility for scientific publications, I was keen for a new challenge. Appointed, in 2013, CEO of Resource, a London-based charity that supports unemployed people into the workplace.

On an annual basis Resource makes a difference to over 600 lives, by offering a programme of individually-tailored support, delivered with compassion and professionalism; **over 65% of our clients secure employment** within a few months with our help. Our USP is our culture, where **every individual is valued**, and in addition to the high success in employment rates, the vast majority of our clients report significant improvements in their levels of **self-confidence**.

I've **developed a team** of 50 talented and professional volunteers, 100% of whom described themselves as satisfied/very satisfied in a 2017 survey and plan to continue volunteering for Resource for the foreseeable future.

Successfully formed **strong relationships with key donors**, gaining their trust and confidence in my efficient running of the organisation, and growing revenue by over 30% in 5 years.

I've recruited a strong **staff team**, whose primary role is to enable our large team of volunteers to be as effective and motivated as possible to deliver to a consistently high professional standard. Building on the existing foundations of Resource to **drive through major improvements**, including making full use of technological developments and taking care to gain the support of all stakeholders. I manage **trustee relationships** to encourage enthusiastic and active contribution to developing and implementing our strategy.

Routes to the job market

Open job market

- Job adverts
- Jobs boards
- Employers' websites
- Agencies
- LinkedIn

Hidden job market

- Networking
- Speculative applications

How to show you have the skills - STAR

S

Situation

- Provide context & BACKGROUND
- "Our customers complained ..."

T

Task

- Describe problem, & CHALLENGES
- "We faced supply chain shortage ..."

A

Action

- Explain WHAT YOU DID & how
- "We solved ..."
- "I calculated ..."

R

Results

- State BENEFITS, savings, rewards, recognitions, etc.
- "The impact of ..."

Managing your job search – brain and heart

- Decide on goals and identify stepping stones
- Do a financial plan
- Be proactive in managing your time – researching, writing applications, networking – it will take most of your day
- Develop a supportive network
- Manage your health, fitness, sleep & diet
- Use Resource – free help in job search for the Jewish community

How Resource can help

- All clients are supported throughout by a dedicated Advisor
- Access to a range of best practice webinars e.g. Tools & Techniques of today's job market, LinkedIn, Career Review, Starting your own Business
- Skills coaching e.g. in being interviewed
- Help with networking
- Visit our website for info and to register interest: www.resource-centre.org

Other support :

- High level financial and legal advice <https://www.moneysavingexpert.com/>
- Advice for legal and employment issues <https://www.citizensadvice.org.uk/>
- Turn2Us to check eligibility for benefits <https://www.adviceuk.org.uk/turn2us-benefits-calculator/>

CONTACT

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