



# CV and Interview Tips



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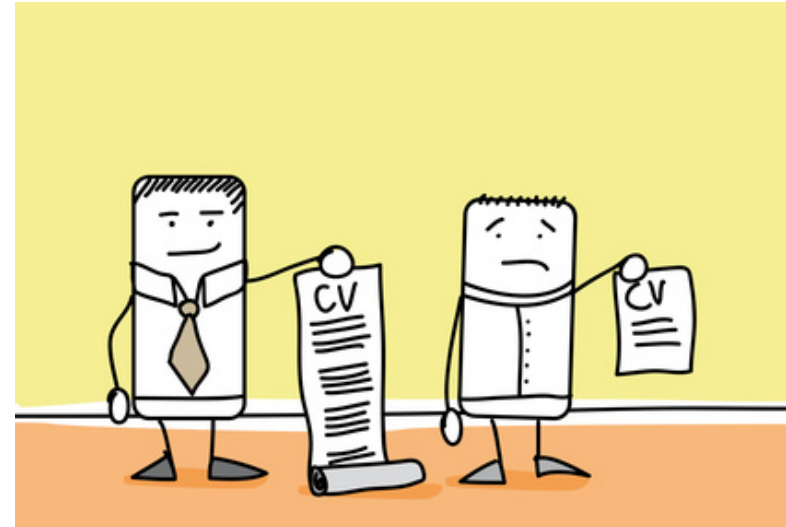
# Introduction

- Securing yourself an interview is the first step
- CV should represent you - make sure it is a good representation of yourself
- Make sure you stand out from the crowd, we are receiving a large volume of applications on a daily basis
- First impressions count



# Format

- 2 pages maximum
- Clear Headings (as suggested below)
- Consider Layout – heading, bullet points etc
- Easy to Read
- Check grammar and punctuation thoroughly
- Make sure the font you use is easy to read
- Ensure there is fluency throughout the CV



# Content – Personal Details & Profile

- Name
  - Address
  - Phone number
  - Email address
- 
- Include a profile that briefly describes your reasoning behind wanting this job in particular, highlight your knowledge and skills and demonstrate your motivation and passion for the role



# Educations/Qualifications

- Qualifications achieved
- What date the qualification was achieved
- Grade/Level
- Schools/Colleges attended (include names and dates)



# Work Experience/Employment

- Saturday Job / Summer placements / Work placement
- Name of company/business
- Dates worked
- Title of role
- Optional – bullet point key transferrable skills learnt

## Interests/Hobbies

- Personal interests
- Hobbies (can include date started)



# References

- Suggest 2 contacts
- Contacts that have known you for minimum 3 years
- Professional capacity
- Examples: Manager from Saturday job or work experience, Form tutor/Careers tutor or likewise from school
- List Name, Title, Address, Contact details (Email & phone number)
- Please ask your referees if they are happy to be a contact should any employers wish to contact them







## Further comments

- If you are printing your CV, consider the quality of paper you are using and how you are presenting yourself
- Ensure all the information you have included is accurate and correct – if the information is false, when the company conducts a pre-employment screening check they will identify any errors which could cost you the job, all references are contacted, educational checks are completed and all information verified
- Be positive, honest and concise



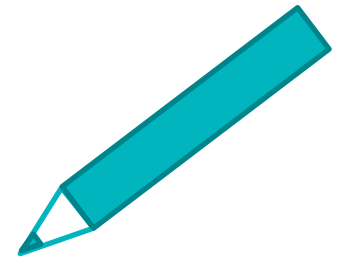
# What do Employers look for?



- Good grades
- Work experience – exposure to office and working environments
- Motivation/Passion – demonstrated in other areas such as hobbies or interests
- Clear concise easy to read CV, clearly highlighting your qualities
- Transferrable skills e.g. communication skills, organisation, people skills, responsibility
- Try and tailor your CV to the specific job you are applying for – try and match your skills to the Job Description provided to show that you are the most suitable candidate for the job

# How to Apply..

- Most applications are now either online via a website or by emailing your CV
- Postal applications are still accepted but not as common
- Ensure that if you email your CV, you write a short cover letter in the email body which should confirm your name, the position you are interested in and attach your CV to the email.
- Cover Letter – optional, can be a good addition to your application however you can include this information in your profile



# How to prepare for an interview

- Research the company
- Review the job description
- Consider why you are interviewing for the role – what are your selling points?
- Anticipate the interviewers concerns or reservations
- Have questions prepared
- Practice interviews with friends/family – prepare for commonly asked questions



# Interview Tips

- First impressions – body language, enthusiasm, eye contact, dress code, be on time!
- Make sure your personality comes across
- Make sure you properly answer the question you are being asked
- Fully expand on your answers – give examples
- Ask interviewer questions
- Don't panic! Interviewers a human too 😊





**Any Questions?**



# Contact Details

- You can call Rosie on +44 (0) 1534 833017 to have an informal chat about the opportunities available at the Aztec Group.
- Or alternatively you can email us at [recruitment@aztecgroupp.co.uk](mailto:recruitment@aztecgroupp.co.uk)



# The Bright Alternative

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