

MAYOR OF LONDON

Professional Interview Day

[date]

Student Support Booklet



Name: _____

Form: _____



This sample student booklet has been created with significant thanks to Walthamstow School for Girls for generously sharing their resources

MAYOR OF LONDON

Professional Interview Day

Key Information

What is it?

Professional Interview Day is one of the ways we prepare you for real life. It is an opportunity to understand more about applying for jobs, writing a CV and cover letter and to practice your interview skills. You will also get honest and constructive feedback so that you know your strengths and how to improve. While this relates to jobs, much of this will also be useful for college applications and interviews.

What happens?

Before the day:

- You will write a CV and cover letter and apply for a position listed in your PID booklet. You may have some time to do this in PSHE but you are responsible for completing this in your own time and submitting it by the deadline
- Your deadline for this is **[date]**. If you're application is late, priority will go to other students and your application will be stamped as late. Applications should be handed in to **[named member of staff, department]**.

On the Day?

- Come to school in 'professional interview dress'
- You will receive a 30 minutes interview slot
- **Arrive at least 10 mins before your interview slot at [venue]**
- Your interview will include a mock interview and feedback including on your CV and cover letter
- You will go to normal lessons for the rest of the day

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Professional Interview Day

Applying for a job

What is expected?

In the real world, what you need to do will vary depending on what job you are applying for. Some jobs have set application forms, some expect CVs, some expect both (some people also make video CVs). For most jobs you will need to submit a supporting statement where you prove to the employer that you are an excellent candidate for the job. This may be part of an application form, attached to an email or make up part of your covering letter.

For PID, you will submit two things only: your CV and a covering letter. Your covering letter will include your supporting statement.

You should keep both of these things after PID. You can build on them and adapt them when you are applying for jobs in the future.

Remember, your CV and cover letter are the employer's first impression of you. Make it a good one!

Top Tips

- Keep a CV to one side of A4
- Don't waffle! And try not to repeat yourself. Short, clear sentences are best!
- Keep the information relevant to the post
- Sell yourself - be positive!
- Give examples of what you are saying e.g. I am keen to take on responsibility and my form tutor and peers praised me for being a responsible and proactive form representative.
- Check your grammar and spelling
- Present your CV professionally
- Consider starting a new, professional email address (what's your current email address?)

Professional Interview Day Templates for your CV and cover letter

On the next two pages, you will see a template for a CV and cover letter that you can follow.

There are lots of different ways to present your CV and cover letter. This is just one example. You can find more examples online.

You can use your forecast grades in the education section as you don't yet have these qualifications. Label them clearly as 'predicted grades'.

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C.V proforma

Your Name

Your Contact Details

Personal Profile

A couple of short sentences that introduces who you are, and how you summarise yourself. Highlight the most important aspects of your experience. Tell them what kind of role you are looking for and why.

Employment and Voluntary Experience

Date of Position - Name of Position

Name of Company

Short description of the position, and your overall responsibilities

2-3 bullet points of achievements or evidence of your success

[Repeat as necessary/possible for each position]

Education

Date of Qualification - Subject and Level

Name of Institution

Subjects and qualification scores

List out any particularly relevant projects, subjects etc

Skills

A list of key skills, ideally with the level of proficiency

For example, pieces of software you have experience using

Can also list other key work skills such as management - but always with evidence

Interests

Use this section to tell them a bit more about who you are - what you are interested in and enjoy doing outside of work and education. Doesn't have to be relevant or obviously helpful - this is intended to give them a better idea of who you are.

References

List two people that they can contact to get a reference for you if required.

In real circumstances you must ask their permission before adding their details.

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Covering Letter proforma

Address, Date etc. (as required)

Dear Sir/Madam,

I am writing to apply for the position of [Job position title] at [Name of Employer].

Opening paragraph:

- Explain where you found the position advertised (if at all), and in summary, why you applied for it.
- Summarise why you think you are well suited for this position - ideally something unique or unusual about your particular experience or skills that will make you best suited.
- Tell them you have enclosed/attached your CV.

Second paragraph

- Tell them (more) about why you are particularly suited for this position.
- Usually this will mean describing some of your experience, but don't go into too much detail or length.
- Wherever possible, highlight examples, numbers or evidence that show your success in these roles
- Emphasise anything in your CV that you particularly want them to pay attention to.

Third Paragraph

- Link your skills/achievements/experience described in the above paragraph to the specific situation or challenges of the company and role you are applying for.
- This is your chance to show that you have done your research, beyond what is just listed in the job description or advert, and that you understand well what the main kind of challenges of the job would be.
- Talk about some current events that might be likely to affect the business, or a skill you have that might be useful for them in the future.

Fourth paragraph

- Close by explaining your passion for this role and company, what motivates fundamentally to want to work for them.
- Keep it short and clear, ideally link it to a specific personal experience or characteristic, rather than just saying something anyone could.
- Then finish with a call to action - If you plan to follow up with a phone call, say so! If you plan to wait for a response, close with 'I look forward to hearing from you'. Thank them for taking the time to read your letter and sign off with:

Yours sincerely (if you know the person's name) OR Yours faithfully (if you don't know the person's name),

Your signature

[Your Name]

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Job Adverts

Here is a selection of real job adverts from www.monster.co.uk. Choose one of these to apply for and write your choice in the first line of your covering letter. You may not have all the required qualifications so don't worry about that!

Many of these are trainee jobs. It's a good idea to search jobs that you might be interested in for the future. It will give you an idea of what you need to get there and what your salary might look like.



Logistics Management Apprenticeship - ROYAL MAIL LIMITED
Multiple locations

About the Job

Logistics Management Apprenticeships

Roles available nationally.

Careful, coordinated management is essential to the success of Royal Mail. That's why our Logistics Managers are so important to us. They manage people and performance across teams to ensure we're all working towards the same goal.

If you're organised, collaborative and a natural leader, you could be perfect for the scheme. We'll develop your management skills and enhance your strategic awareness through on-the-job placement roles.

- Two-year programme
- Leads to the opportunity to gain a Supply Chain Leadership Professional Degree Apprenticeship
- Starting salary of £20,000
- Includes a series of placements in logistics management roles
- Five GCSEs (or equivalent) including Maths and English, at grade C or higher and two A-Levels (or equivalent) required

Find out more about Royal Mail Apprenticeships now.

[Report this job](#)



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Job summary

Location
Multiple locations

Job type
Full Time, Permanent

Salary
£20,000.00+ per year

Posted
5 Days ago

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Job Adverts



Job Summary

Company
Simplified Recruitment

Location
London, London

Salary
Starting rate £10 ph

Job Type
Full Time
Permanent

Job Category:
Medical/Health

Occupations:
General/Other: Medical/Health

Career Level
Experienced (Non-Manager)

Industries
Healthcare Services

Job Reference Code
SR6058383200c51935

Contact:
Simplified Recruitment

Care Worker / Care Assistant

[APPLY](#)

Our client has work available right now in the boroughs of Westminster and Kensington and Chelsea, starting rate of £10 per hour. The Care Worker position involves working with male and female clients. Currently they are recruiting for Care Workers available to work weekdays, weekends and evenings.

They are renowned for providing an excellent standard of home care, providing support and assistance to people in their own homes. They are a medium size care provider based in West London (W10), providing hands-on support to those they care for and to the care staff they employ. They have a proud reputation for nurturing and supporting their care staff, providing ongoing training (including paid NVQ training) and offering a career pathway into nursing.

They also offer the following:

- Free induction and paid ongoing training.
- Loyalty bonuses.
- £250 'recommend a friend' bonus.
- Paid NVQ diploma in Health and Social Care.
- Flexible hours / full and part time.
- Salary up to £10 per Hour.

Job Title: Care Worker
Location: London (London Borough of Westminster and Kensington & Chelsea)
Contract Type: Permanent

They are seeking the very best Care Workers to join their reputable company. They seek people who have a genuine interest in care; you must be compassionate, sensitive, reliable and professional.

They have work available right now in the boroughs of Westminster and Kensington and Chelsea.

They also have a career pathway into nursing and promote senior job opportunities to all front line care staff. Many of their Coordinators and Managers started out as carers with them.

If you are looking for a rewarding job where you can make a difference to the lives of others, then please apply online for this Care Worker role with your CV and covering letter.

They look forward to hearing from you.

Please check your email for confirmation that your application for this Care Assistant role has been received and to follow further instructions if applicable.

Professional Interview Day

Job Adverts



Personal Assistant Apprentice - QA Limited
London WC1V6BH

About the Job

Employer Description

The Commission exists to investigate complaints fairly and thoroughly. The IPCC has the power to initiate, carry out and oversee investigations. It is also responsible for monitoring the way complaints are handled by local police forces.

Job Description

The role will involve providing support to the one or more members of the Independent Police Complaints Commission (IPCC) Senior Management Team. Primarily responsible for managing the diary and commitments, providing support in all aspects of work to maximize the use of the senior manager's time, managing workflow and filtering/prioritising incoming correspondence including emails and telephone calls, responding to them or delegating them where appropriate.

Role/Responsibilities

- Acting as first point of contact, dealing with telephone and email enquiries from within and external to business
- Scheduling diary engagements & commitments, working proactively to resolve scheduling conflicts and prioritising issues
- Ensuring all work is commissioned out effectively, collating meeting papers and briefing information in advance of meetings
- Coordinating operational inputs to key corporate services returns, and provide secretariat support to senior management meetings
- Management of electronic filing and information management requirements
- Establish a network of key contacts and stakeholders across the IPCC support functions

Desired Requirements/Qualities

- Previous experience of working in an administrative support or PA role
- Evidence of strong written communication skills and competence with MS office suite including Word, Excel, PowerPoint and Microsoft Office Outlook
- Experience of working to challenging timescales demonstrating personal resilience
- Proven ability to work effectively with colleagues in senior positions
- Can demonstrate excellent interpersonal skills, including tact, discretion and experience of liaising with representatives from external organisations
- Can demonstrate the ability to effectively and credibly work with senior staff in a pressured environment
- High degree of organisational ability, forward planning and attention to detail
- Self-starter, able to work unsupervised and on own initiative with the ability to prioritise and multi-task

Desired Qualifications

Good standard of education minimum of 4 Grades A-C including GCSE English and Maths



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Job summary

Location
London WC1V6BH

Job type
Full Time

Salary
250.00 - 250.00 £ per week

Posted
1 Days ago

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[IT Service Desk Apprentice](#)
[Content Creation Apprentice](#)
[IT Apprentice](#)
[Apprentice Reception & Accounts Assistant](#)

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Professional Interview Day Job Adverts

SEN Learning Support Assistant found on london borough of waltham forest
Walthamstow, London E17



About the Job

SEN LEARNING SUPPORT ASSISTANTS REQUIRED Scale 3 Pt 14 – 17 (£18657 - £19623 pro rata) 32.5 hours a week x 45.6 weeks per year (Term Time only). Woodside Primary Academy is an "Outstanding" school based in Walthamstow. Our staff are committed in ensuring that our children get the best possible education. We work hard to ensure that all children feel cared for and are supported on their learning journey. We strive to meet the needs of individual children and support them in becoming enthusiastic and successful learners. We are seeking to appoint an efficient, motivated and friendly person to work with our SEN pupils and join a committed SEN team. The Learning Support Assistant (LSA) works as part of a team – being 'partners' in supporting pupils' access to learning. The potential candidate will be required to work with groups or individuals. You will need to be Enthusiastic Have a flexible approach to working Have the ability to work effectively as a team Display initiative Be reliable with a sense of commitment It would be desirable if you had experience/knowledge of working with pupils who have Special Educational Needs. In return we can offer Friendly, supportive, motivated and dedicated staff A commitment to your professional development Application packs are available from our school website: www.woodsideprimaryacademy.com by emailing the school on; school@woodside.waltham.sch.uk or by calling our main school office on 020 8520 5168. Closing Date: Friday 1st September 2017 @ 12midday. Interviews: w/c Monday 4th September 2017 The Woodside Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

[Report this job](#)



Want more jobs like this?

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Job summary

Location
Walthamstow, London E17


Posted
4 Months ago

Reference code
596655b8e4b078b61f80b878

Related jobs

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Professional Interview Day Job Adverts



Trainee Graduate Data Scientist - Vantage point
London, London EC2R7HG

About the Job

Trainee Graduate Data Scientist

London

£21k - £27k per annum





Vantage Point is a leading Consultancy dealing with Top Investment Banks and Buy-Side Financial Services Businesses. Our areas of specialism include Process Engineering, Data Operations, Front-Back Office Operations, Regulatory Compliance and Risk.

We are focused on recruiting the brightest graduate talent. We hire people with passion that demonstrate that they have what it takes to succeed in the Financial Services industry. Through our experience we have created the Vantage Point Advantage Accelerator Programme, this unique Model delivers formal training, personal development and mentoring to create high calibre, highly skilled Change Professionals.

Investing Today in Talent For Tomorrow

With a rapidly expanding client base, Vantage Point is looking to hire Data Scientists with a strong academic background in data science, statistics and/or mathematics to join our ambitious and fast growing team. This will be a client-facing role (following a fast tracked training process) and you will be working on client site in London. Employed under our innovative Advantage Accelerator Programme, this is a 2-year scheme.

Requirements of the Trainee Graduate Data Scientist:



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Job summary

Location
London, London EC2R7HG

Job type
Full Time, Permanent

Salary
21,000.00 - 27,000.00 £ per year

Posted
Today


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Contact information

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Professional Interview Day

Job Adverts



Trainee Fitness Instructor - LIFETIME TRAINING
London, London

About the Job

Personal Trainers / Fitness Instructors

Trainee Personal Trainer / Fitness Instructor – Wanted UK Wide

Do you want a flexible job that works for you, either part time or full time?

Do you have an interest in sport, fitness, health or well-being?

Or do you simply want to change careers, and so are looking for the right guidance and support to do so?

Lifetime is the most respected name in the fitness industry, and if you want to change your life by pursuing a career as a fitness instructor or personal trainer, then do so with us!

We are now recruiting for enthusiastic and passionate people to take the next step to becoming a personal trainer, and with Lifetime it's easier than you think. It doesn't matter who you are or what your background is, we want to hear from you. Whether you're a gym-goer who wants to make their hobby their job, or if you simply want to leave behind the 9 to 5, becoming a personal trainer with Lifetime could be your new lease of life.





After applying to Lifetime, our specially trained consultants will get in touch, and if successful, you will be offered a place on one of our full or part-time training courses available throughout the UK. Lifetime gives you ultimate flexibility and choice in your training. With more courses, more dates and the UK's leading tutors, we promise the best training experience available to give you the best chance of succeeding in your new career.

Choose from our intensive courses to get you ready for work in just six weeks or pick one of our more flexible options which allow you to continue working and earning whilst gaining your qualification.

The fitness industry has never been so popular and you need to stand out from the crowd. At Lifetime we are renowned for our high quality and engaging tutors and we focus on adding skills and specialisms designed to ensure that you do just that.

Once complete you'll not only gain nationally recognised qualifications, but you'll be supported every step of the way by Lifetime to secure a new job in the industry of your choice. Our learner services team will help to arrange GUARANTEED INTERVIEWS with some of the UK's leading gyms.

Our students go on to work for the largest fitness companies in the UK and abroad, we have more than 600 UK Health Clubs that you can work for with an average OTE of £20K-£30K.



Want more jobs like this?

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Job summary

Location
London, London

Job type
Full Time, Permanent

Salary
20,000.00 - 34,000.00 £ per year

Posted
Today

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Professional Interview Day

Job Adverts



Digital Marketing Apprentice - QA Limited
Woking GU21 5SB

About the Job

As a marketing apprentice you will have a key responsibility in running the day to day social media of the company, as well as coming up with content for the website and various marketing campaigns.

Founded in 1976 as Lift Design Partnership by Mike Godwin and Dr George Barney we pioneered the first ever application of computers to lift simulation and our founders became renowned for their technical and academic knowledge in the field combined with some quite unique "problem solving" capabilities. Mike Godwin had been the former head of Research and Development of Wadsworth Lifts and George Barney was a senior lecturer at UMIST (the University of Manchester Institute of Science and Technology).

Key Responsibilities:

- Updating and tracking conversion rates of Company's website
- Writing newsletters, articles, case studies
- Managing the blogs and content of the company websites
- Run specific marketing campaigns
- Organising exhibitions/events/seminars
- Marketing related admin duties
- Ability to establish and maintain a positive and professional relationship with employees
- Good written and verbal communication skills
- Be honest and trust worthy
- Highly organised and the willingness to be flexible
- Be prepared to work outside of normal office hours and at weekends where reasonable

Required Skills:

- Excellent communication skills, both written and verbal.
- Good organisation skills and be willing to learn.
- Ability to work well in a team environment.
- High attention to detail with problem solving skills.

Benefits & Future Prospects:

- Full time role after the apprenticeship is completed.
- An achievement bonus to recognise and incentivise their achievement.

Additional Information:

- Working hours, Monday to Friday 9:00 – 17:00

Important Information

"QA's apprenticeship programmes may be funded in part by the European Union through the European Social Fund, which supports the development of employment opportunities and a skilled workforce."



Want more jobs like this?

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Job summary

Location
Woking GU21 5SB

Job type
Full Time

Salary
210.00 - 210.00 £ per week

Posted
2 Days ago

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Contact information

Contact name
Nusaybah Ali

Jobs from QA Limited

[Digital Marketing Apprentice](#)

Professional Interview Day Job Adverts

Veterinary Nurse found on compass associates
Sutton, London SM2



About the Job

Job Description:Registered Veterinary Nurse Registered Veterinary Nurse Southampton £20,000 –£24,000 + Benefits (CPD Allowance & Registration fee paid) Must be registered with the MRCVS. Remit Compass Associates are privilege to be working in partnership with a valued client to recruit for a confident RVN to work within there spacious,purpose-built clinic. The successful candidate will need to have a minimum of 1 year's experience,be a confident all round RVN. My client desires someone who is Confident and dynamic. The Candidate This role is an exciting opportunity for a RVN who is interest in working in a in a fast paced environment with varied case load. The candidate is required to have a minimum of 1 years experience,with excellent communication skills. **Requirements**Member of the MRCVS. Minimum of 1 years experience in a small animal practice. **Summary** My client is seeking an capable and confident RVN with a minimum of 1 years experience who is confident in working within a first paced busy environment. In exchange my clients are offering a salary of up to £24,000& benefits,salary depending on experience. Hours: Average of 40 hours per week,this role does include 1:6 weekends. However you will get time off during the week to make up for weekend hours worked. **Recommendations** Compass Associates Ltd is acting as a Recruitment Consultancy for this permanent vacancy; we offer £150 for each successful recommendation. **Contact details** If you would like to be considered for this exciting opportunity please contact Tom Swinson direct on 02393 871 829 or 07469177631. Alternatively email an updated CV to tswinson@compassltd.co.uk  **Apply** Now Apply for this job

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Job summary

Location
Sutton, London SM2

Posted
29 Days ago

Reference code
59ee8e9ec07b647aafdc2784

Related jobs

MAYOR OF LONDON

Professional Interview Day Reminders!

Final deadline for application submission:

[Date]

Submit by handing in to:

[Name, Department]

PID date:

[date of event]

Well done!

Now that you have completed and submitted your application, you are ready to prepare for the day.

In PSHE we will look at first impressions and how to handle an interview.
You might want to start planning your professional outfit for the day too.

Good luck!