

Studying Business Administration

- Managing my time and using it effectively
- Presenting my work in the form of essays and projects
- Taking part in group talks and discussions
- IT skills; Microsoft packages, Internet
- Learning about Marketing, Accounting and IT

Reading Tutor; High School

- Listening to children's reading
- Helping them with words and phrases they did not understand
- Befriending the children and helping them to gain confidence in themselves

Key Skills; I am a highly literate and numerate person with strong oral and written communication skills. I also possess excellent interpersonal skills and am a sensitive listener. As an international student, I have had to learn a new language, find myself somewhere to live and make new friends; in just a short space of time. From this experience I have found that I am very adaptable and pick up new skills incredibly quickly.

References

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A guide to filling out

application forms and CV

writing for part-time work



Some points to consider

- A form completed incorrectly with information about your skills and experience missing will lessen your chances of being successful in finding part-time employment.
- There are ways to fill in an application form that will make employers consider your application more seriously.
- Before any interview the application form is the first chance you have to promote your skills to an employer.
- A CV for a part-time job needs to be different to one that you would use to apply for a graduate position

The purpose of the application form

- The application form plays a significant role in the selection process, and will be used as the basis for you being called for interview for a part-time job.
- Many employers use applications to ask questions and get information that fits the job requirements.
- The application form is used to gather important information about work experience that can match the job to personal information.
- The application form is created to give employers a good impression of the work related skills of the person applying for the particular job they are advertising.

Application Preparation

- Find out what the employer wants, a good idea is to analyse the job advert.
- Try and think of skills that you have that can match the job you want to apply for.
- Your aim should be to match your experience and abilities to what the employer is looking for.
- Your aim is to use the application form to sell your skills to the employer, basic details about yourself are not enough.

Aileen Greenway

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Availability; as a student I am incredibly flexible and can work both evenings and weekends

I am a first year International student, studying Business Administration at The University of Abertay, Dundee. I am looking for a part-time job in a customer facing role, where I can build on my excellent interpersonal skills.

Education and Qualifications

2006-current

Business Administration

1992-1998

Highers; English A, Art B,
History B, Biology C

Experience:

Summer work; Store Person Tesco

- Meeting and greeting customers
- Operating the tills and dealing with cash and credit transactions
- Training new members of staff to do my job
- Dealing with complaints

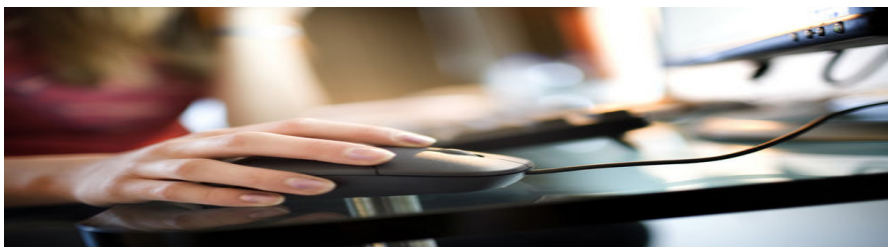
Member of the Abertay Basketball Club

- Helping to organise team social events
- Taking time out from my studies for team training and coaching (please turn page).



- It is a good idea to include two references, at the bottom of your CV. A referee should be someone who knows you on a professional or academic basis, it can't just be a friend. Always ask people's permission before you use them as a referee.
- Education/Academic Qualifications – make it short; the employer already knows you are well educated.
- Employers look at hundreds of applications, keep yours to one too two pages only and make sure the information is relevant to the position you are applying for.

For further advice on filling out application forms or for any other inquiries, come in and see an advisor, attend a drop in session or come to one of our workshops on writing CV's and making applications.



Filling in the form

- You must fill in all sections of the form, making sure the information you provide is clear and accurate.
- If you are filling in the application by hand, complete it in black ink. If given the opportunity, type information into the form rather than write in pen, this will always be easier to read. You can print the application form off and post it.
- If you are completing the form electronically, keep to the format in the form and do not change any of the fields.

Matching Your Skills to the Job

Application forms for part-time jobs will vary, however some will ask you for reasons why you think you would be a suitable candidate. You should fill this section in with relevant details about yourself that match the job requirements.

Do not:

- simply refer the employer to an attached CV or list of academic qualifications that do not relate to the job.
- Leave this section blank
- Fill in the section with other personal details or experiences that do not relate to the part-time job you are applying for.

Remember an application form completed properly can lead to an interview.



Remember when completing the Application form:

- Read over the whole form before trying to fill it in.
- Try to photocopy it or have some extra copy that you can use to practice filling in the spaces with your answers.
- Make sure you answer all parts of each question, check to make sure you have not missed anything out.
- If you get the chance try to give the employer a complete account of the type of person you are by mentioning hobbies, voluntary work and interests.
- Check over the application form for grammar and spelling mistakes.
- A good idea would be to get someone from Careers to check over your form to make sure you have filled it in correctly.
- You can also keep a copy of the final version of the application form to prepare yourself for the interview.

CV Tips for making a CV for part-time work

A CV is a summary of the skills, experience and qualifications you have. It gives you the chance to promote yourself to an employer. Remember a CV can get you an interview, it will not instantly get you a job.

- A successful CV for part-time work needs to be different from one you would use to look for a graduate job.
- Always have your details at the top so they are easy for the employer to find. Include a contact number.
- Decide what kind of jobs you will be applying for and adjust your CV to that area.
- Include a brief opening statement explaining that you are a student looking for part-time work.
- Give your previous work experience, starting with the most recent first.
- Give details of the duties that you hold and the skills you gained in your previous/current job
- If you do not have any previous work experience, you will need to focus on your skills, life experience and other achievements. For example; voluntary work, school/ university projects, responsibilities, involvement with clubs.