

GOODMAN
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CV Guide.



THIS CV GUIDE WILL HELP YOU WRITE A
GREAT CV AND HELP YOU GET NOTICED
BY EMPLOYERS

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Contents.

Pre CV Writing Research

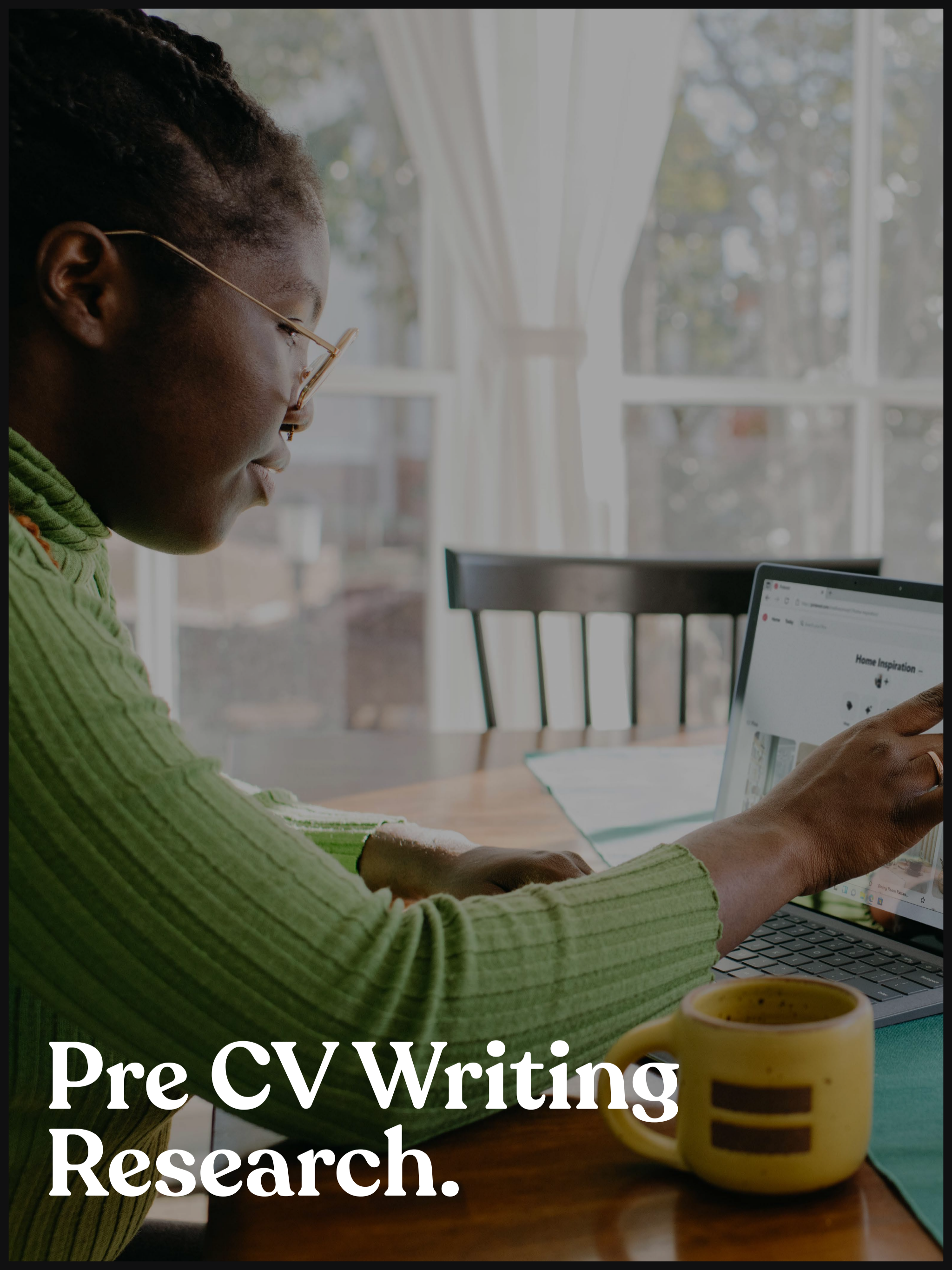
How to Structure your CV

How to Format your CV

How to Write a CV Profile

How to Detail Work

Experience & Education



**Pre CV Writing
Research.**

Pre CV Writing Research

Google your desired job title

Researching most regular candidate requirements which continuously appear within your own industry
In demand skills and knowledge for target roles
Focusing the CV around these



How to Structure your CV.

How to Structure your CV

ABIGAIL JONES – FINANCE MANAGER
Email: Abigailjones@gmail.com | Tel: 079 0000 0000 | Old Street EC1V

PRINCE2 qualified results driven Finance Manager with sound knowledge of GDPR and experience in delivering large scale, multi-million pound projects in the hospitality industry.

KEY SKILLS

- Able to assist in implementing best practice to ensure successful delivery of complex projects.
- Strong MS Office skills.
- Strong template management skills; able to produce a variety of reports for Senior Management.
- Good knowledge of SharePoint, and PRINCE II methodology
- Strong risks and issues management skills
- Strong Stakeholder Management skills with a proven ability to work with all levels of Management

CAREER HISTORY

Hilton Hotel and Resort
Finance Manager February 2016 – June 2020

- Supporting the Project Manager to ensure that all project team members adhere to the Governance process
- Worked closely with Project Managers to build, maintain and manage the Programme Plan
- Carried out extensive Stakeholder Management. Responsible for managing relationships with the Programme Manager, Project Managers and other departmental Heads to understand and deliver on expectations.
- Management of the Change request version control process
- Was awarded Finance Manager of the year 2018

Merlin Entertainments Group
Finance Manager April 2014- February 2016

- Searching multiple databases to verify and collate client information
- Performing insolvency and bankruptcy checks and KYC checks
- Reviewing all client accounts for errors in the initial claim process

Greene King
Finance Manager November 2012 – April 2014

- Management of the PMO diaries ensuring that participant banks have all the documentation required for upcoming meetings
- Management of the Change request version control process
- Carrying out new starter on-boarding process by completing new starter form and arranging relevant access
- Managing and updating SharePoint content and user access.

EDUCATION

2005-2008 University of Leeds - BA (Hons) Law (2:1)

2003-2005 John Smith College - 3 A Level Passes at grades A*-B

1998-2003 Blue School - 11 GCSE Passes at grades A*-C

QUALIFICATIONS

PRINCE2 2008

← Name and contact details

← CV Profile

← Key / Relevant Skills

← Work Experience

← Education

← Qualifications



How to Format your CV.

How to Format your CV

Think about your body language

You should aim to impress immediately, make eye contact, smile and shake hands firmly. Throughout the interview maintain good eye contact, be enthusiastic and open in your body language and remember to smile. If there is more than one interviewer present make sure that you engage all of them even if only one is asking questions.

Compose yourself

Do not interrupt questions, think first about what the interviewer has asked and take time before you answer. Clients prefer to hear a well-thought out answer after a pause rather than the first thing that comes into a candidate's head.

Answer concisely

While you should not answer questions with a simple 'yes' or 'no', clients will not want to hear you 'waffle'. You should give examples wherever possible.

Give examples

Simply saying you have that experience isn't enough; think about strong commercial examples that you can talk the interviewer through to back up your point. This should relate directly back to your CV experience.

Be honest

If you don't know the answer to something, simply state that you are unsure, rather than guessing, or ask to come back to it.

Enthusiasm

Showing desire and enthusiasm for the role and organisation in a constructive manner will put you above your competitors. After all, you will be up against your peers for the role.

The interviewer(s)

Different interviewers have different styles. It is important that you adapt your interview style to meet the demands of your meeting.

Ask questions

Show that you have thought about the role, the company and how it fits with what you are looking for. Make sure you have a list of them with you.

Example questions you could ask include:

- What is the culture of the company?
- What is the structure of the team?
- What sort of training/induction would be provided?
- What work does the team mainly focus on?
- What are the company's future plans?



Questions.

Questions

While we can never predict the questions that an employer will ask, below are some questions to give you an idea of what you should be prepared to answer. Make sure you take time to read though and prepare answers with appropriate examples:

- What made you apply for this role?
- What are your career aspirations?
- What appeals to you about the company?
- What do you want from this role?
- What do you enjoy most about your role?
- What do you enjoy the least?
- What do you see as your major strength?
- What is your main weakness?
- What were the main skills you took from your last role?
- Do you work best in a team or as an individual?
- Are you willing to relocate?
- Why have you made certain steps in your career?
- What are your personal and professional motivations?
- What do you enjoy to do outside of work? (this question gives the employer an opportunity to get to know you)

What to look out for

In addition to why you are suited to the role, interviewers will also be assessing why you are not suited to the role. Below are some elements that may be evaluated and could impact negatively on the interview:

- Lack of confidence or nervousness
- Lack of courtesy
- Making critical remarks about former/current employers
- Asking about remuneration and benefits during the initial interview. Unless the interviewer asks you these topics should be avoided
- Arrogance
- Poor communication
- Lack of interest in the role/company
- Lack of knowledge of the company/industry
- Being defensive in answers to questions
- Lack of relevant questions

Competency Based Questions

Competency based questions are designed to test one or more specific skills and evaluate a candidate's competence. They differ from conventional job questions that focus on a candidate's previous experience.

Typically you will be assessed and scored on a predetermined scale based on your answers and all candidates will be asked the same questions.

Competency based questions can cover a wide range of skills depending on the sector, industry and level of the role you are applying for. Usually they will ask you to give situational examples of times in the past when you have performed particular tasks or achieved particular outcomes using certain skills.

Some examples of the types of questions that may be asked are below:

- Tell us about the biggest change that you have had to deal with. How did you cope with it?
- Describe a situation where you had to explain something complex to a colleague or a client. Which problems did you encounter and how did you deal with them?
- Demonstrate how you vary your communication approach according to the audience that you are addressing.
- Tell us about a time when you were asked to summarise complex points.
- How do you feel writing a report differs from preparing an oral presentation?
- How do you plan the writing of a report?
- Tell us about a project or situation where you felt that the conventional approach would not be suitable. How did you derive and manage a new approach? Which challenges did you face and how did you address them?
- How did you reach the decision that you wanted to change jobs?
- Give us an example of a situation where you had to make a decision without the input of key players, but knowing that these key players would judge you on that decision (e.g. superior unavailable at the time).
- Describe a situation where you started off thinking that your approach was the best, but needed to alter your course during the implementation.
- Describe a situation where one of your projects suffered a setback due to an unexpected change in circumstances.

- Describe a situation where you were asked to do something that you had never attempted previously.
- Describe a project where you needed to involve input from other departments. How did you identify that need and how did you ensure buy-in from the appropriate leaders and managers?
- Give us an example of a situation where you knew that a project or task would place you under great pressure. How did you plan your approach and remain motivated?
- Under what conditions do you work best and worst?
- What is the biggest challenge that you have faced in your career. How did you overcome it?
- Which course or topics have you found most difficult? How did you address the challenge?
- Tell us about a situation where you played an important role in a project as a member of the team (not as a leader).
- Give an example of a time when you had to deal with a conflict within your team? What did you do to help resolve the situation?
- How do you build relationships with other members of your team?

Your consultant will be able to discuss competency based interviews with you in more detail and give you advice on the sorts of questions you may be able to expect and how to deal with them.



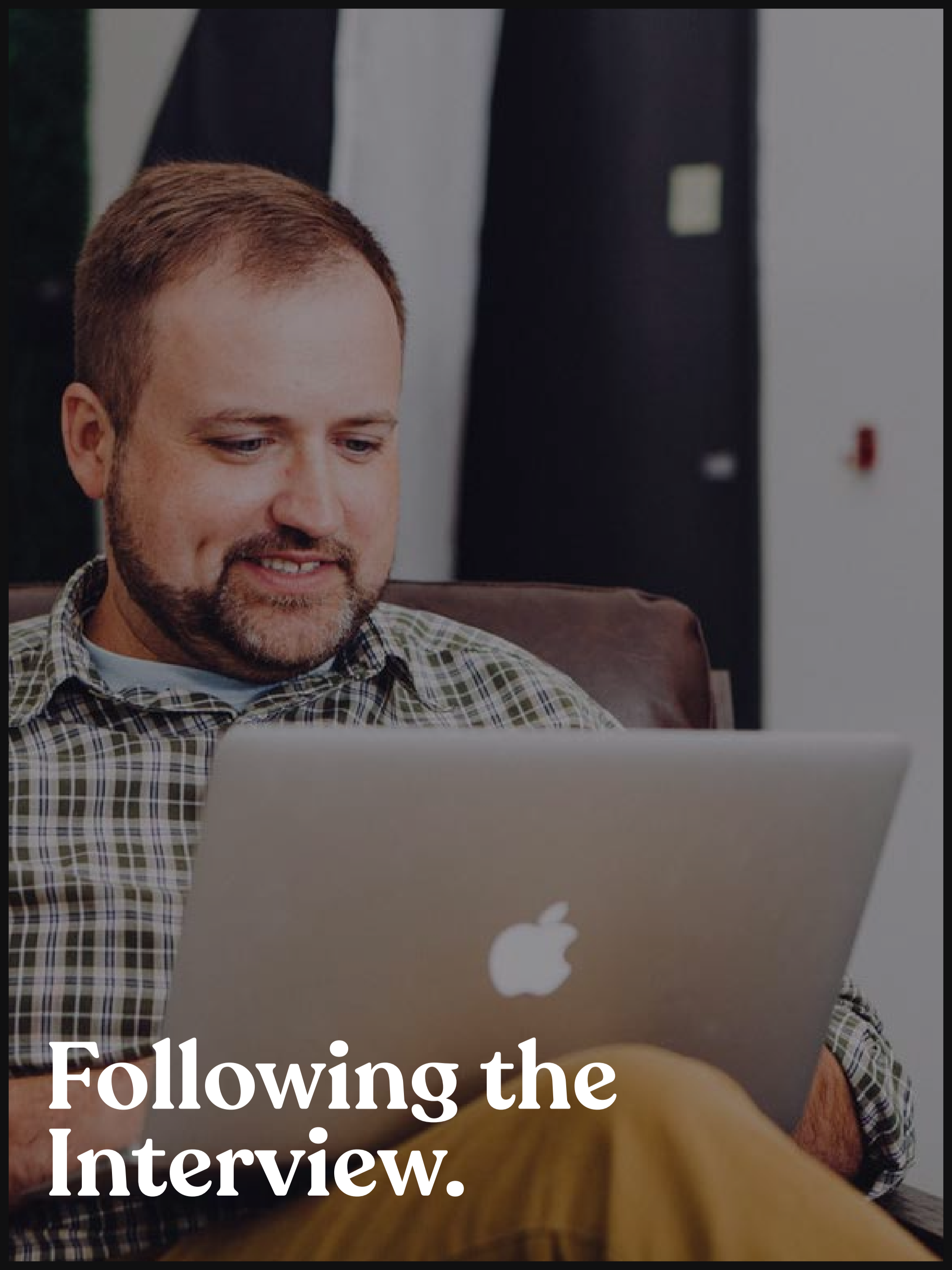
**Closing the
Interview.**

Closing the Interview

It is important to end the interview on a positive note. If you are still interested in the role you should make this clear. Always thank the interviewer for their time and let them know that you have enjoyed meeting them.

Even if the interview has not gone well you should still remain positive. The interviewer may have an interview style you are not used to or they may be testing you. In addition you may meet them later on in your career and want them to have a positive image of you in their mind.





**Following the
Interview.**

Following the Interview

After the interview it is important to speak to your Goodman Masson consultant who will keep you fully informed of any post interview developments and are there to help you make the right decision. They will help you decide on taking the right role for you and will not send you to interviews you do not want to attend. You must be open and honest about what you are looking for, so that they can ensure that they are working in your best interest and find the roles that suit you.

You must always let your consultant know of any changes in your situation. Consistent communication is essential to you getting the best you can from your consultant.



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Good Luck!



GOT QUESTIONS? GET IN TOUCH:
INFO@GOODMANMASSON.COM