



# JOB SEARCH SKILLS



## COVER LETTER

- ✓ Formal letter that begins with the employer's address, **three paragraphs** and ends with your contact details
- ✓ Address to the correct recipient
- ✓ Tailored for the position
- ▶ **Introductory paragraph**
- ✓ Identify the **position** for which you are applying and **how you learnt about it**
- ✓ Briefly include your **qualifications/expertise**, your **career goals** and how it is linked to the position for which you are applying
- ▶ **Second paragraph**
- ✓ **Market Yourself**
- ✓ Respond directly to the job profile from the advert
- ✓ Indicate why you are the suitable candidate for the job
- ✓ Describe your **previous work experience, skills and abilities** and link to the job profile in the advert
- ▶ **Conclusion**
- ✓ Inform them of your **willingness to be interviewed**.
- ✓ **Thank them** for considering your application

## CURRICULUM VITAE (CV)

- ✓ Use an **A4 format** that is **professional and attractive** to the potential employer
- ▶ **The CV must include:**
- ✓ **Personal and contact details** (full name, contact number, physical, postal and E-mail address)
- ✓ **Education** (recent to past)
- ✓ **Work experience** (part-time, fulltime and voluntary)
- ✓ **Achievements and awards**
- ✓ **Skills and Attributes**
- ✓ **References**

Obtain 3 reliable referees, with names, positions held and contact details (tel, mobile and email) Two should be academic/employment related and one social/personal.

**ALWAYS ASK REFEREE'S PERMISSION TO INCLUDE THEM AS A REFEREE.**

## DO'S AND DON'TS

### ▶ Do

- ✔ Tailored for the position
- ✔ Clear font
- ✔ Consistent layout
- ✔ Concise, to the point and clearly presented
- ✔ Accurate and truthful representation

### ▶ Don't

- ✘ No cover page
- ✘ No spelling errors
- ✘ No inappropriate information
- ✘ No abbreviations or slang
- ✘ No exaggerations, generalizations and untruth

## INTERVIEWS

### ▶ Preparation

- ✔ Conduct research on the employer
- ✔ Interview venue
- ✔ Contact number of the employer
- ✔ Documents requested
- ✔ Prepare questions to ask the interviewer (use the research)

### ▶ Conduct

- ✔ Dress appropriately
- ✔ Be punctual (Arrive 15 minutes before the interview)
- ✔ Be confident and professional
- ✔ Have firm handshake
- ✔ Smile and make eye contact
- ✔ Ensure that you respond appropriately to questions asked (Don't digress)
- ✔ Be aware of your body language
- ✔ Do not bad mouth past colleagues or employers.
- ✔ Thank the interviewer

## TYPES OF QUESTIONS

- ✔ Personal Overview
- ✔ Information about the candidate
- ✔ Strengths
- ✔ Weaknesses
- ✔ Criticism
- ✔ Educational background
- ✔ Aspects of the degree most enjoyed
- ✔ Why that career
- ✔ Balancing of studies and personal life

### ▶ About the Employer

- ✔ What the candidate can offer
- ✔ What they know about the employer
- ✔ Thoughts on application process

### ▶ Career Plans

- ✔ Why they applied for the job
- ✔ Where they see themselves in three to five years
- ✔ Challenges they looking for
- ✔ Expectations from their career

### ▶ Experience

- ✔ Where they have worked
- ✔ What experience gained
- ✔ Experience in relation to the job
- ✔ Job least enjoyed

### ▶ Other Involvements

- ✔ Extracurricular activities
- ✔ Hobbies
- ✔ Positions of responsibility

**Acknowledgment:** **ROBIN WESTLEY** | COX YEATS ATTORNEYS  
for his contribution

### For more information please contact:

**MISS YANGA LUFUNDO:** *Career Development Officer,*  
**College of Law and Management Studies Student  
Support Services**  
**Westville Campus, L Block Level 3**

**Email:** lufundoy@ukzn.ac.za | **Tel:** 031 260 7083