

CV TIPS

The best CVs are easy to read and tailored to the post you are applying for.

Start with your contact details including your address and personal email.

Limit yourself to a maximum of two pages.

Use a conventional font without heavy formatting.

A simple Word document is best.

Double check spelling, grammar and dates.

Use brief bullet points so the essential information is easily accessible.

Provide more info about your most recent jobs, less about previous roles.

Provide a cover letter, touching on all points in the job spec. Limit it to 2-4 paragraphs.

Google yourself and check social media to see what a prospective employer will find about you when they do the same!



WHAT WE DO

We fill permanent, contract, freelance and temporary positions across the media and entertainment sectors.

OUR LOCATION

10 Pratt Mews
London
NW1 0AD

CONTACT US

020 7383 3850
www.searchlight.com
mail@searchlight.com



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Leading providers of recruitment and executive search for the media and entertainment industries.

INTERVIEW TIPS

Before the interview

Research the company, position and job spec!

Learn the interviewer's full name and title, and check the exact time and place of the interview.

Remind yourself of your CV details, including previous employment.

Calculate the journey time so you arrive on time!



Preparing for the interview

Prepare positive, honest answers to questions that you may be asked, e.g.

'What are your main strengths and weaknesses?'

Prepare your own questions to ask! e.g.

'What does a typical day in the job involve?'

Be ready for situational or competency-based questions!

e.g. 'Give an example of a time when you...'

A good way to prepare for these is by checking the company's website and job description, identifying the skills they require and noting down examples of when you have had to make use of these skills.

During the interview

Make sure your phone is switched off.

Smile and shake hands firmly with confidence.

Show that you are enthusiastic and interested!

Highlight your relevant skills where possible.

At the end of the interview

Confirm your interest in the position (if that is the case) and ask what the next step will be.

Thank the interviewer for their time and consideration.

As a general overview, remember the three main questions on the interviewer's mind are:

1. Can you do the job?
2. What can you offer this company?
3. Why are you interested in the job and the company?

Remember!

Only you can convince the interviewer that you are the right person for the job!

★ The STAR format should help you structure your answers!

Situation: What was the situation in which you found yourself?

Task: What was the specific task which you had to achieve?

Action: What action did you take?

Result: What was the outcome of your action?

Good luck!

