

## Answering Additional Questions – Hints and Tips!

When applying for jobs through CVMinder, you'll often find that employers will ask you to complete additional questions on top of your CV, etc. This is an opportunity for you to impress the employer and show them exactly why you believe you are suitable for the position.

It's important that you use this chance to highlight your skills and knowledge!

Below are some common questions that you will often get asked by employers and some good, and bad responses!

What personal qualities do you have that you can bring to the role?	
<u>Good</u>	<u>Bad</u>
I am a highly efficient and hardworking individual that delivers 100% in all of my work. I am well-equipped to deal with most situations and have an interest in ***** (this could be something sector specific, i.e. manufacturing of vehicles, the development of young children). I have a good sense of humour with a bright personality. I am punctual and have achieved a 98% attendance rate at college/school/previous employer.	I am a quick learner and enjoy a challenge.

See how they contrast? The employer is looking for something extensive that shows your enthusiasm for the role, therefore it's important you include as much information as possible that will highlight your key skills.

Here is another example –

What experience do you have in *****?	
<u>Good</u>	<u>Bad</u>
I have recently completed unpaid work experience in a local garage. During this role I changed tyres, valeted vehicles, moved vehicles from the garage to the car park, helped with servicing vehicles and carrying out MOT's.	I worked in a garage for a week
For the past two months I have been helping out at a family member's salon. I am responsible for ensuring that the salon is kept clean and tidy, providing beverages for both clients and staff, greeting clients and booking appointments. Most recently, I have begun assisting in the shampooing of client's hair.	I help out at my aunts salon

If you do have experience in the job you're applying for, it's important that you explain exactly what duties you carried out. This gives the employer a good idea of what knowledge you already have, and the areas that you need to work on if you were successful.

What do know about (company name)?	
Good	Bad
I understand that ***** is an organisation that...	I don't know a lot about ***** however I'm sure I will learn this if I'm successful
I believe that working for such a company would be...	DO NOT COPY AND PASTE STRAIGHT FROM THE EMPLOYERS WEBSITE!!!
I understand from your website that you...	

It's important to show that you have researched the organisation before applying! However, that's not to say that you should go onto their website and copy and paste everything. Have a look into the company, and then begin compiling your own description of their work and ensure you highlight why you believe the company would be a good opportunity for you.

What hobbies/interests do you have outside of work or education?	
Good	Bad
I regularly attend dance classes, as I like to keep fit. In my spare time, I volunteer at a local organisation for young people where I help to mentor them and boost their confidence. I am also interested in astronomy and recently purchased a telescope so I can regularly watch the skies.	I like playing Xbox and hanging out with mates

Although this is a difficult question, and you may struggle to provide a list of hobbies, you can always expand on what you enjoy! For example, if you say 'I like listening to music', what kind of music? Who's your favourite band/artist? Do you go to any concerts/festivals? Or, if you enjoy watching films, what genre? What's your favourite film? Who's your favourite actor?

**If you ever find trouble answering these questions then you are more than welcome to call the JobShop on 01634383322 or make an appointment with us to discuss your application. We are more than happy to help.**