

## Finding your next role

### Top Tips!

#### 1. CV construction

##### Golden rule: keep it short.

- Two pages max.
- If it's commercial, include numbers – targets / budgets and names of wins.
- Make sure grammar and punctuation are correct.
- Get someone else to look over it for you – an extra set of eyes makes all the difference.
- A CV is a teaser document which should lure the reader in to want to see more of you.
- Make matters easy for HR – explain in an opening profile paragraph exactly what it is you are looking for and what you want to do.
- Have a personal interests line to humanise matters – one team and individual sporting, one cultural and one artistic pursuit BUT they must be accurate, honest and positive.

*WiAS is holding a dedicated session on CVs in May, using the CV firm CityCV, so keep an eye on the WiAS website for further details.*

#### 2. How to look for a job

##### Golden rule: run it like a military operation, take it seriously, use a spreadsheet to monitor and track, but don't obsess over it.

##### 5 main ways -

- Use your contacts – ask for a specific name.
- Look at the third-party websites eFin, Citjobs, Monster.com.
- LinkedIn – not War and Peace, don't just put 'senior industry professional' as everyone does – use industry-specific acronyms.
  - Related note: watch out for what you put on social media as firms do check your pictures on Facebook and Instagram especially!
- Go direct – far better chance as they cut out the expensive middle link, i.e., recruiters, however you won't get unbiased guidance from in-house HR
- Use several complementary recruiters – insist that they need your permission before sending out a CV.

#### 3. How to compare different firms / jobs to maximise your chances of securing the best one for you. Very simply, it's that head, heart and wallet need to be in alignment

##### Golden rule: never make a move for money alone, as tempting as the numbers might be.

- **Head** – is it the right strategic move for your career? Will it get you to where you want to be in your timeframe? Is it right geographically for your personal circumstances?
- **Heart** – can you work with these people during the day; bid process / big pitch / system failure, and do you still want a glass of wine with them on the night? Will you trust and respect management? And, will you be proud to say where you work?
- **Wallet** – will you get paid appropriately vis-à-vis your colleagues?

**Three green lights** – go to the next stage of due diligence, anything which is red, or amber won't work, and that job will go pear-shaped in a matter of months.

#### 4. Interview technique

**Golden rule: always dress smartly and remember it's a two-way process, you aren't going in there on bended knee. Also, only ever be yourself – a woman shouldn't try to be more macho than the men. Each answer 3-4 minutes using real world examples.**

- Anyone can pass an interview by nodding and saying yes – you're interviewing them as much as they're interviewing you.

#### 5. Resignation strategy

**Golden rule: never accept a counteroffer as they never work!**

- Say it's for career progression purposes and not about money.

Overall, keep the faith – quality will always find a home.

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