

# Career Management Skills

Group A

# What is your favourite colour?

40% 1. Red

0% 2. Green

60% 3. Blue

0% 4. Yellow

0% 5. Orange

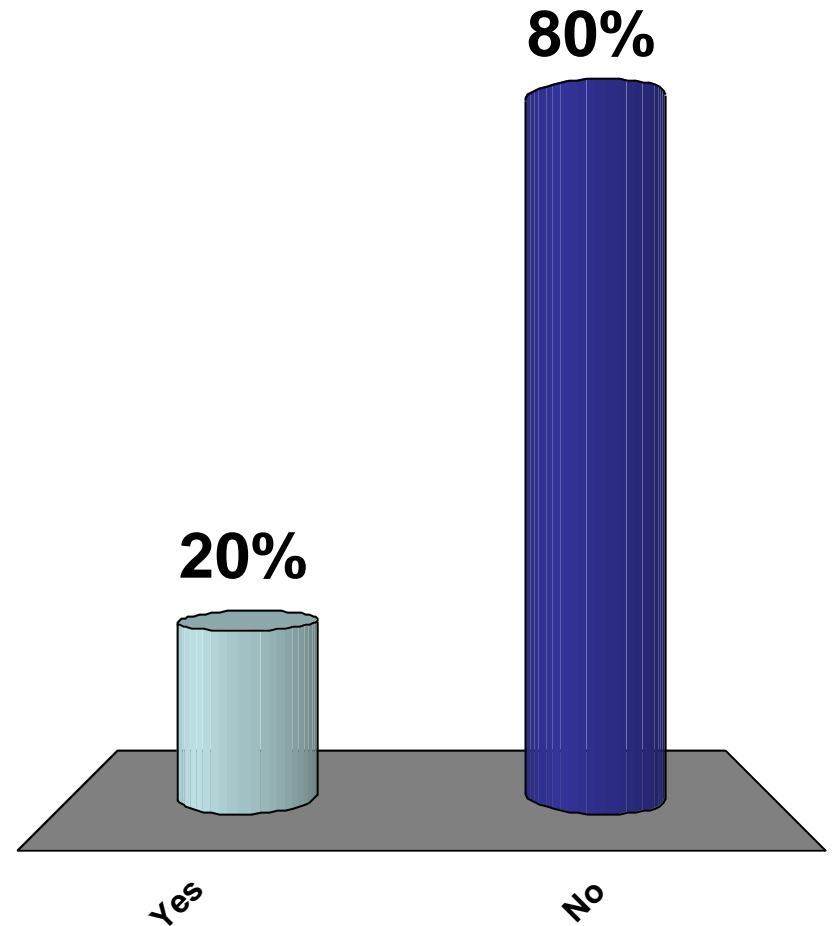
0% 6. Purple

0% 7. Brown

0% 8. Not listed

# Have you been to the careers library?

1. Yes
2. No



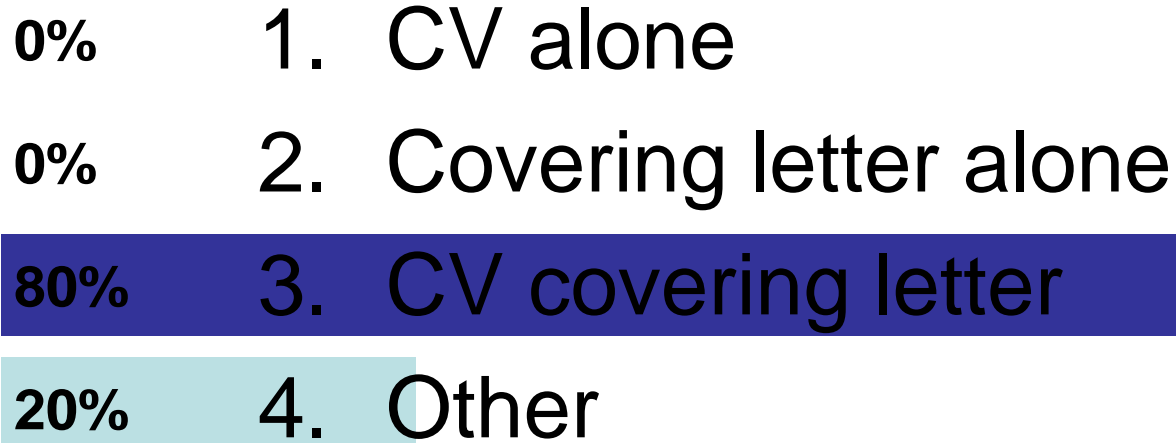
# Which of these is something employers are not directly looking for?

- 0% 1. Academic and technical capability
- 100% 2. Have a large group of friends
- 0% 3. Communication skills
- 0% 4. Problem analysis & solution
- 0% 5. Organisational skills
- 0% 6. Adaptability
- 0% 7. Initiative
- 0% 8. Commitment

# Have a large group of friends

- Interpersonal/team skills

# What do you need when applying for a job?

- 0% 1. CV alone
  - 0% 2. Covering letter alone
  - 80% 3. CV covering letter
  - 20% 4. Other
- 
- | Percentage | Method                   |
|------------|--------------------------|
| 0%         | 1. CV alone              |
| 0%         | 2. Covering letter alone |
| 80%        | 3. CV covering letter    |
| 20%        | 4. Other                 |

# What is the most important job a good CV should do?

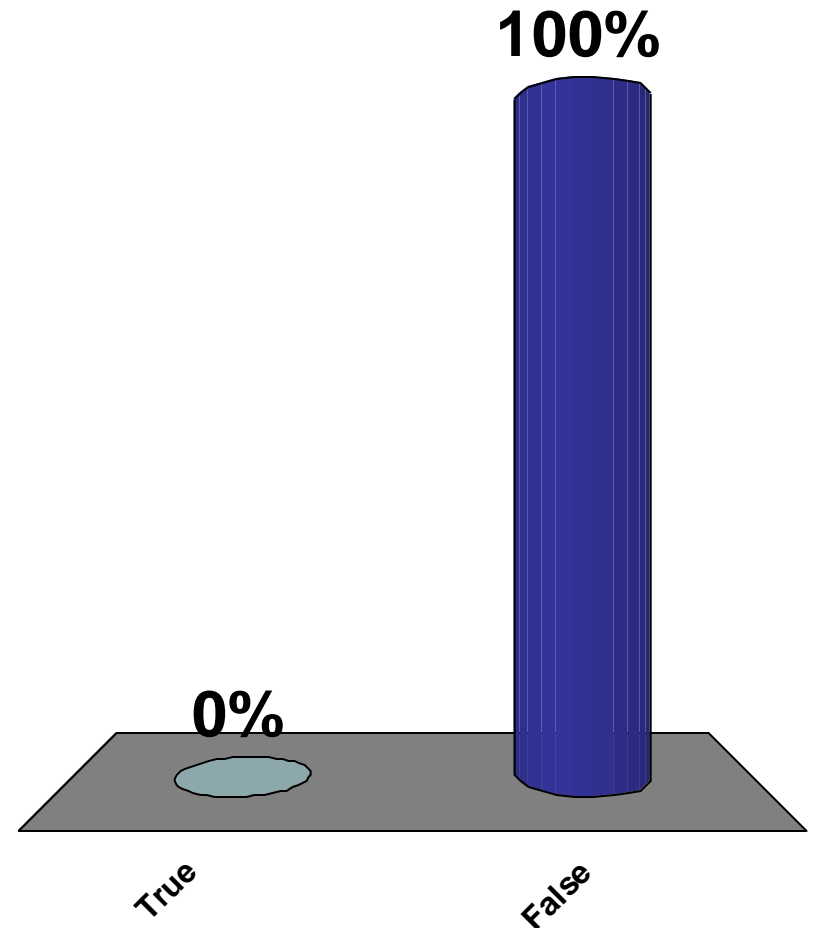
- 20% 1. Inform the employer of your skills and experience
- 0% 2. Demonstrate your excellent design skills
- 0% 3. Entertain the employer
- 80% 4. Persuade the employer you are worth interviewing
- 0% 5. Opportunity to brag about your achievements

# How long should a CV be?

- 0% 1. 1 side
- 0% 2. 1 side, with the back used for references
- 100% 3. 2 sides
- 0% 4. 2 – 3 sides

On a CV it is best to use long paragraphs of text to show the employer you are capable of writing to a good standard

1. True
2. False



# Procedure for getting a job:

- 0% 1. Write a good CV & covering letter and send it out in response to any job advert I like the look of
- 40% 2. Write a new CV & covering letter for every job advert I see
- 40% 3. Write my CV & covering letter and send it to 50 companies – odds are one of them will give me a job
- 20% 4. Write a good CV and write a different covering letter for each job advert which picks out key points from my CV for that job