

# Career Management Skills

Group B

# What is your favourite colour?

20% 1. Red

0% 2. Green

40% 3. Blue

0% 4. Yellow

20% 5. Orange

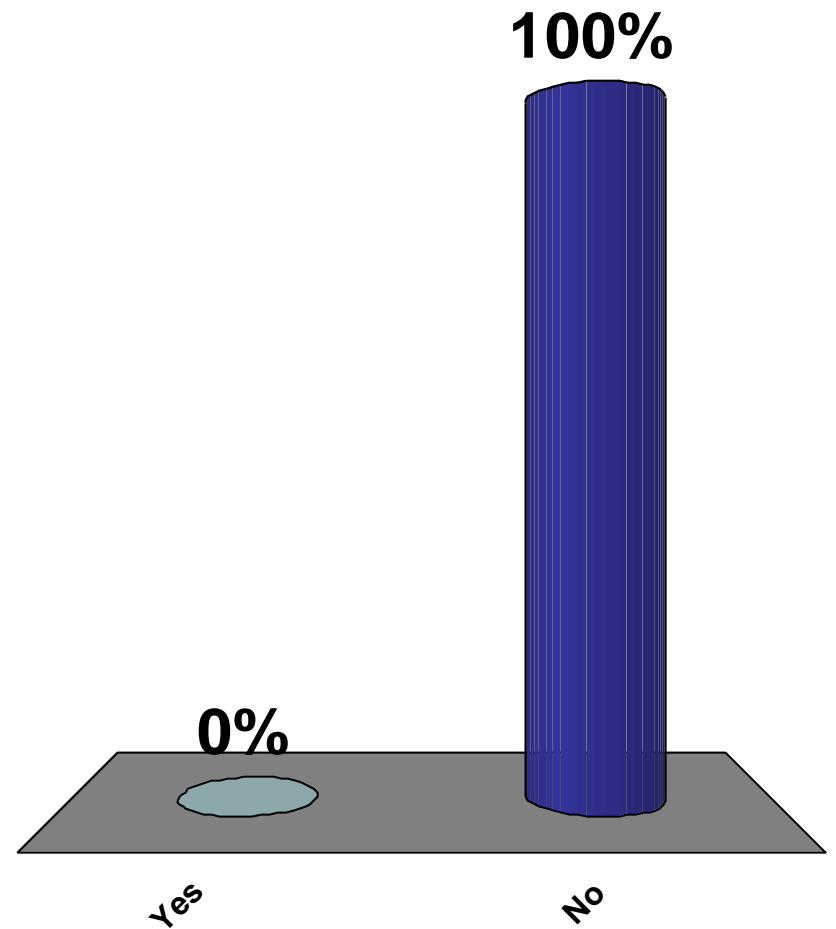
20% 6. Purple

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

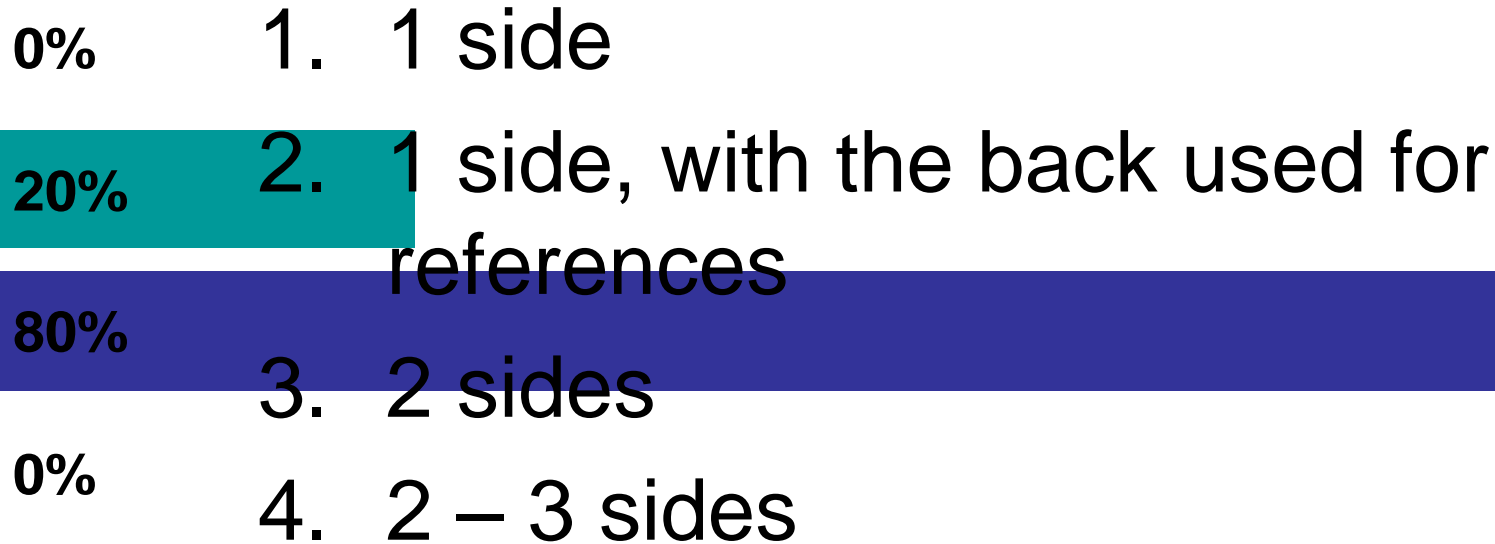
# What do you need when applying for a job?

- 0% 1. CV alone
- 0% 2. Covering letter alone
- 100% 3. CV covering letter
- 0% 4. Other

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

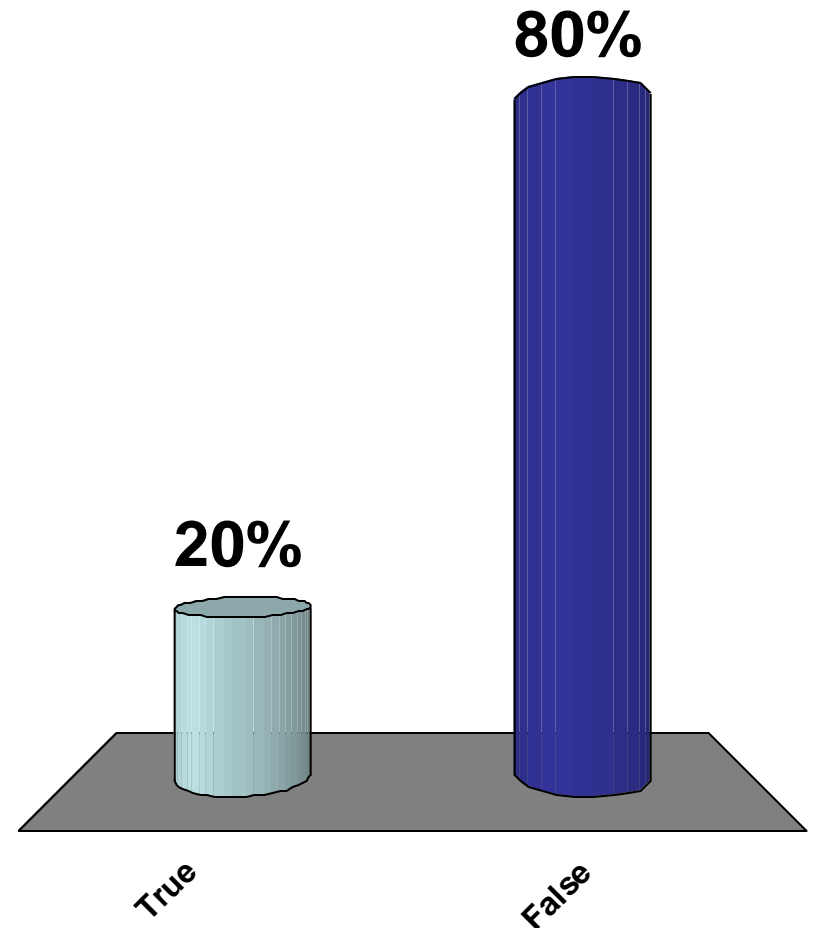
- 40% 1. Inform the employer of your skills and experience
- 0% 2. Demonstrate your excellent design skills
- 0% 3. Entertain the employer
- 60% 4. Persuade the employer you are worth interviewing
- 0% 5. Opportunity to brag about your achievements

# How long should a CV be?



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
- 20% 2. Write a new CV & covering letter for every job advert I see
- 0% 3. Write my CV & covering letter and send it to 50 companies – odds are one of them will give me a job
- 80% 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