

## Succeed when applying to British Steel

### CV tips

1. Keep it concise - one page or two pages maximum. Short and snappy sentences and bullet points!  
We want to be able 'read' your CV in about a minute.
2. Put the most important information in the top paragraph. Summarise your qualifications (grades/predicted grades and subjects), experience and something outstanding about yourself.
3. If you choose to include a photograph ensure it is a head shot only and that you look professional. It should be taken in front of a plain background.
4. Include only the most important and most relevant information. If you have work experience which is not relevant to the vacancy explain the skills you have used/developed in the work you have done.
5. Always check the vacancy entry requirements and that you are including and highlighting these.
6. Make sure you explain gaps where you are not in education or employment.
7. Your name and contact details should be at the top.
8. Prospective employers like to be mentioned in your CV – make it bespoke to the vacancy/employer.
9. Ensure your CV is up to date. In the first paragraph you could explain your current status and why the role would be a good match for you.
10. What if you don't have work experience? Have you done any volunteering? What makes you interesting? Can you work alone? In a team? Have you managed a project? Lead a group? Organised an event? Are you in a sports team? What are you passionate about?
11. Tell the truth! It is likely we will ask you for additional information during an interview so expect to be asked further about your CV.
12. Get it checked. Your spelling and grammar should be correct.
13. Don't make the layout too fancy. Keep your font standard such as Ariel size 10 (minimum).

## Succeed when applying to British Steel

### Application tips

- Read the advert and instructions carefully – who and what are the employer looking for? Make sure you answer the questions and be honest.
- Complete the application before the deadline – sometimes this date is brought forward when there are a large number of applications
- Get your application and CV checked for spelling and grammar before submitting it – ask someone else to read it through

### Interview tips

- First Impressions count
- Dress smartly (but you don't need to wear a suit), wear clean shoes, brush your hair
- Smile when you walk into the room
- Introduce yourself to the interview panel and shake hands with them at the start and end
- You may want to bring something with you i.e. models you have made, pics of a project you have been involved with
- When asked a question give as full an answer as possible
- Try not to be nervous
- Breathe
- Do your research on the Company
- Think about why you are applying for the position
- What are the key things you want to tell the interview panel
- Prepare some questions to ask
- Remember this is your chance to show how good you are
- The interviewers are not there to trip you up