



HUDSON'S CV
AND INTERVIEW
GUIDE

EMERGING EUROPE

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HOW TO WRITE A CV

To ensure you have the best chance of getting your ideal job, your CV needs to stand out. Remember that your CV's primary function is to secure you an interview, so you should forget graphics and gimmicks; instead, opt for clean, white paper and easy to read presentation.

For formatting purposes, please refer to the sample CVs on pages four and five.

PERSONAL INFORMATION

It is very important to sell yourself on the first page. Highlight your achievements and responsibilities in bullet points. Make it easy to read, or no one will look at it. Make sure the prospective employer sees the value you can bring to the position.

- Do NOT include a title page or a photo as it takes up unnecessary space.
- Including your full address is very important, particularly in large cities where it may take some time to travel to and from work.
- Make sure you state the details of any relevant work Visa.

EDUCATION

Include details of your education; state the level and the year of any degrees you have obtained. Also include your A level subjects and results or equivalent. Do not include University transcripts. You should also list professional education after school/university details.

EMPLOYMENT HISTORY

If you have room you can talk about your most recent role on the front page, but only if it all fits in. Otherwise start your employment history on the second page.

Consider the following when writing this section:

- As a guide, cover the last five years of your career; prior to this only provide details of any positions that are relevant to the type of work you are applying for
- Lay your work history out in chronological order, starting with your most recent position
- Cover any gaps in employment by giving reasons for times of unemployment, such as travel or study for example
- Include the name of the company you worked for, the position you held, the dates you were employed from and to (month and year, NOT just the years), and brief details of your responsibilities
- If you have dealt with a particular client base in a role, ensure you list the types of companies you worked with and list the duties you undertook for those clients
- Use a variety of font sizes and underline, bold or italic words to make important information stand out by making your employment information easy to read.
- Avoid giving too much detail of your positions; long-winded explanations of what your day-to-day tasks were may lose the readers' interest.

REFEREES

Here you can either list details of your referees or you can simply put 'Details available on request'. If you are going to put name and contact details of your referees, ensure that you include address, phone, fax and email address.

PERSONAL INTERESTS

Under personal interests include anything relevant to the application or culture of the company. For example, charity or volunteer work and sporting achievements may be relevant to some companies. Keep this section brief.

PERSONAL SUMMARY

If you are going to include a personal statement or your objectives, avoid using too many generic adjectives: everyone perceives themselves to be self-motivated, proactive and a team player, so include some skills and characteristics that are more unique to you personally. If you do include this section it can be on the front page or at the end, it is your choice.

Finally, ensure that you update your CV regularly.

CV CHECKLIST

Do:

- Cover all gaps in employment
- State the month and year that you started and finished each role

Don't:

- Exceed five pages
- Include graphics or gimmicks

JOE BLOGGS

PERSONAL INFORMATION

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Home Phone Number: 020 7187 6131

Mobile Number: 07888 777 888

Email Address: joebloggs@hotmail.com

Nationality: British

EDUCATION

1995 – 1998 **BA (hons) Politics 2.1**
University of Durham

1999 **LPC – Commendation**
BPP

EMPLOYMENT HISTORY

June 2000 – November 2001 Firm C, London, Commercial Litigator

- Advising client with regard to matters including a contractual dispute with an international level player following the termination of his playing contract, defamation claims, and issues relating to breaches of player contracting protocols.
- Acting for a major company in a dispute relating to the use of its software by the statutory body which regulates the industry. The case was highly technical, and required a detailed understanding of the software in question in order to resolve the contractual issues.
- Preparing and opposing injunction applications, including applications for orders and injunctions.

January – May 2000 Travelled to Asia, United Kingdom, New York and Australia.

June 2000 – November 2001 Firm D, Birmingham, Trainee

Work included:

- General civil and commercial litigation;
- Defamation, including cases involving the publication of defamatory statements on the internet;
- Cases relating to confidential information;
- Injunction applications; and
- Contempt proceedings.

REFEREES

Contact details available on request.

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E: joeblogs@hotmail.com

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EDUCATION: University of Smith
2000 – 2003
BA Sociology (2.1 Hons)

1997 – 1999
A Level, Politics A, History B, Sociology A

1995 – 1997
9 GCSE's

PROFESSIONAL QUALIFICATIONS: LPC 2003

EMPLOYMENT HISTORY:

Sep 2004 to present **Firm A**
Position: **Commercial Litigator**

- Advising client with regard to other matters, including a contractual dispute with an international level player following the termination of his playing contract, defamation claims, and issues relating to breaches of player contracting protocols.
- Acting for a major company in a dispute relating to the use of its software by the statutory body which regulates the industry. The case was highly technical, and required a detailed understanding of the software in question in order to resolve the contractual issues.
- Preparing and opposing injunction applications, including applications for orders and injunctions.

Sep 2001 to Sep 2004 **Firm B**
Position: **Trainee**

- General civil and commercial litigation;
- Defamation, including cases involving the publication of defamatory statements on the internet;
- Injunction applications; and
- Contempt proceedings.

REFEREES: Available on request.

HOW TO SURVIVE AN INTERVIEW

The short time you spend in an interview could have a dramatic effect on your career prospects. It is therefore important that you perform well, because no matter how good your career record is to date, the interview remains key towards fulfilling your ambitions.

These tips, combined with the guidance provided by our consultants, will equip you with valuable information on how to conduct yourself during interviews.

Be prepared to answer questions such as:

- Why did you choose this particular role?
- What do you really want to do in your next career move?
- Why would you like to work for this firm/company specifically?
- What do you want from your career? Why?
- What style of management brings out the best in you?
- What interests you about our products or services?
- What have you learned from some of the jobs you have held? Which did you enjoy most and why?
- What is your major weakness? What have you done about overcoming it?
- What do you think determines a person's progress in a good firm/company?
- Give an example of a difficult situation you experienced at work and how you overcame it.
- Give an example of where you went out of your way to help a colleague.
- Is there anything you do not like about your current job? Why?
- What does 'teamwork' mean to you?
- Are you willing to relocate?

- How do you spend your spare time? What are your hobbies?
- What type of books do you read? What was the last one?
- Who else are you applying to/interviewing with?

Negative factors to watch for

During the course of an interview the employer will be evaluating both your positive and your negative traits. Listed below are negative factors frequently evaluated during the course of an interview and those that most often lead to rejection:

- Poor personal appearance.
- Overbearing or aggressive, conceited superiority complex, or know-it-all personality.
- Inability to express thoughts clearly and poor diction or grammar.
- Lack of career planning with no purpose or goals.
- Lack of interest and enthusiasm, passive and indifferent demeanour.
- Lack of confidence or signs of nervousness.
- Over-emphasis on benefits or salary.
- Evasive and makes excuses for unfavourable factors in record.
- Lack of tact and courtesy.
- Over-critical comments of previous employers.
- Failure to maintain eye contact.
- Limp or too firm a handshake.
- Poor posture.
- Lack of appreciation of the value of experience.
- 'What can you do for me' attitude.
- Lack of preparation for interview or failure to obtain information about the company.
- Overbearing perfume, aftershave or smell of smoke.
- Lack of intelligent and intuitive questions.

Interview preparation

Preparation is the first essential step towards a successful interview. Interviewers are continually amazed at the number of applicants who drift into their offices without any apparent preparation and only the vaguest idea of what they are going to say. It is important to:

- Know the exact place and time of the interview, the interviewer's full name, the correct pronunciation and their title.
- Dress conservatively and preferably in darker colours, paying attention to all facets of your dress and grooming.
- Ensure complete understanding of the firm/company you are going to see. It is essential to conduct thorough research (and not simply the profiles of the partners or HR manager you are meeting). Look out for all relevant additional information including newsworthy items. Also, talk to friends or colleagues that work(ed) at the firm/company, read through press releases highlighting recent wins and clients.
- Refresh your memory on the facts and figures of your present or former employer. You will be expected to know a lot about the firm/company for which you currently or previously worked.
- Read through and know your CV inside out, including highlights and/or challenges overcome in relation to each project/deal.
- Prepare the questions you will ask during the interview. The employer will try to determine through questioning if you have the qualifications necessary to do the job, and you must determine whether the firm/company will give you the opportunity for the growth and development you seek. Probing questions you might ask include:
 - › Is there a detailed description of the position? What is the structure of the team and why is the position available?
 - › What is the culture of the firm/company?
 - › What is the anticipated induction and training programme?
 - › What sort of people have done well?
 - › Are there advanced training programmes available for those who demonstrate outstanding ability?
 - › What are the earnings of successful people in years three to five?
 - › What are the firm's/company's growth plans?



- › Do you anticipate much client interaction?
- › What sort of work has the team been involved in?

The next step

You are being interviewed because the interviewer wants to hire somebody, not because they want to trip you up or embarrass you. Your CV has impressed the interviewer, and now you need to support this in your performance at the interview.

Through the interaction that takes place during the interview, the interviewer will be searching out your strong and weak points, evaluating you on your qualifications, skills and intellectual qualities. They will probably probe deeply to determine your attitudes, aptitudes, stability and motivation.

Interview checklist

Do:

- DO arrive on time or a few minutes early. Late arrival for a job interview is never excusable.
- DO fill in the application form neatly and completely, if you are presented with one. If you have a personal CV, be sure the person you release it to is the person who will actually do the hiring.
- DO read any marketing literature in reception, as there may be some useful information in it, and it shows genuine interest in the firm/company.
- DO shake hands confidently and firmly.
- DO wait until you are offered a chair before sitting. Sit upright in your chair. Look alert and interested at all times.
- DO be a good listener as well as a good talker, and remember to smile.
- DO look a prospective employer in the eye.

- DO follow the interviewer's leads but try to get them to describe the position and the duties to you early in the interview so that you can relate your background and skills to the position.
- DO ensure that your strengths are transmitted to the interviewer in a factual, sincere manner. Keep in mind that you alone can sell yourself to an interviewer. Make them realise the need for you in their organisation.
- DO be prepared to answer technical questions. Hopefully you will know the answers but if not DON'T guess. If you are unsure, then be honest and say, "that is beyond my experience but this is where I would go to find the answer" or "I haven't encountered this situation before, however, if a client were to ask me what I would do is..."
- DO include all the interviewers present, even if one of them is more of an observer. Their opinion on you will be sought after the interview.
- DO conduct yourself as if you are determined to get the specific job you are discussing, even when applying for a number of roles. It is better to be in the position where you can choose from a number of options rather than only one.

Don't:

- DON'T answer questions with a simple 'yes' or 'no' answer. Offer an explanation whenever possible, giving succinct, practical examples. Tell those things about yourself which relate to the position.
- DON'T lie. Answer questions truthfully, frankly and as directly as possible.
- DON'T make derogatory remarks about your present or former employers or companies.
- DON'T enquire about salary, holidays, bonuses, at the initial interview unless you are positive the employer is interested in hiring you and raises the issue first. However, you should know your market value and be prepared to specify your required salary or range.

Closing the interview

- If you are interested in the position, make your feelings clear. You could do this by voicing your desire to meet the team or other partners.
- Don't be too discouraged if a definite offer is not made, or specific salary discussed. It is usual for the interviewer to want to communicate with their office first or interview more applicants before making a decision.
- If you get the impression that the interview is not going well and that you have already been rejected, don't let your discouragement show. Once in a while an interviewer who is genuinely interested in your possibilities may seem to discourage you in order to test your reaction.
- Thank the interviewer for their time and consideration of you. You have done all you can if you have answered the questions uppermost in the interviewer's mind, which are:
 - › Why are you interested in the job and the company?
 - › What can you offer and can you do the job?

Following the interview

Lastly and most importantly, call the consultant who referred you to the position after the interview and explain what happened. They will want to talk with you and run through your initial feedback before the interviewer calls them back.

It is helpful to follow up in an email, as the consultant will be able to forward this to the appropriate contact at the company.

If you are interested in progressing further it will help if your feelings towards the position are known, together with your perception of what the interviewer's reaction is likely to be.

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