

Tips on applying for that first job

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Tips on applying for that first job

- Introductions
- Thinking & Exploration
- The CV
- Job search
- The Interview

Introductions

- My background
 - First degree and PhD in chemistry at UCL.
 - Blend of corporate and SME experience.
 - Polymers/coatings/adhesives
 - Now work in recruitment and executive coaching in the global chemicals sector

Introductions

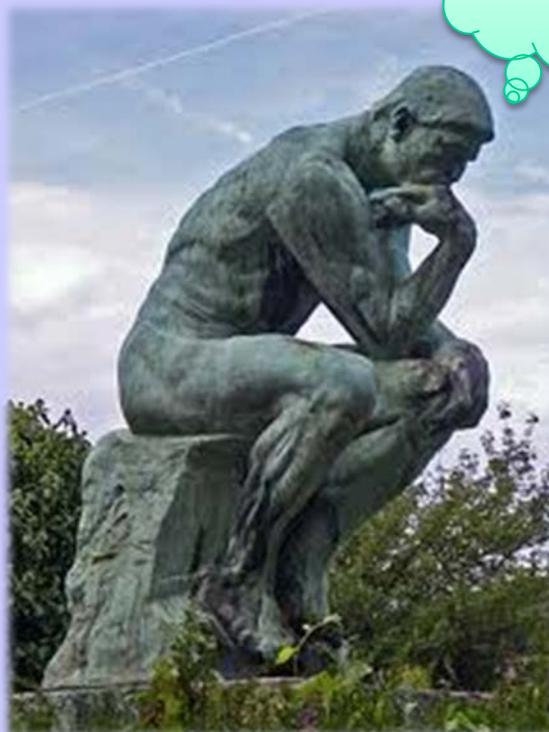
- Chemical Search International Ltd
 - Founded in 2000.
 - Global Executive Recruitment for the chemical industry.
 - Offices in London, Mumbai, Philadelphia and Singapore.
 - Executive Coaching and Career Consulting.

Background

- The UK chemical industry is large and diverse.
 - 3,500 companies on 8,600 sites.
 - Firms range in size from *SME's (85%), to large multinational corporations.
- Chemicals is the UK's largest manufacturing export sector.
 - Total sales of over £60bn/year.
 - 600,000 people employed.

* SME is 10 – 250 people

Thinking and Exploration



Thinking and Exploration

- Spend time thinking about what interests you
 - Research & Development
 - Technical Service
 - Marketing
 - Sales
 - Commercial
- Find out as much as you can – ask people!
 - Networks/friends/alumni/relatives etc

Thinking and Exploration

- What type of company interests you?
 - SME or large corporation
 - UK , European or Multinational
- What can I offer?
 - What is truly different about me?
 - How might this interest an employer?
 - What values are important to you?

Thinking and Exploration

- Which part of the chemicals industry?
 - Speciality chemicals, pharma, biotech, polymers, CASE, agrochemicals etc....
 - Could be dictated by your degree, but maybe not
- Then focus it down to a list of target companies
 - Match what is required versus what you can offer
 - Detailed research and background checks
- Will return to the target list later

The CV

- The CV has one and only one purpose
 - To get you an **interview!**
 - Once you have secured the interview it has little use
 - Think about the implications of that.....
- It must include your achievements, not just what posts you have held
- It should contain “hooks” for the interview
- Do not run to more than two sides of paper
 - Recruiters are lazy and easily bored!

The CV

- Good layout
 - Name and contact information at the top (do not label it “CV”!)
 - 4 line profile – who you are as a person
 - Experience /job summary (most recent first)
 - Education
 - Interests
- Clear font and language
 - Arial or similar (copies are often scanned for databases)
 - Do not use gimmicks – keep it clean, professional and formal
 - Avoid “text speak” or abbreviations
 - Check spelling and grammar

Job Search

- Advertised Job Market
- Non Advertised Job Market

Job Search

- Advertised Job Market (30%)
- Non Advertised Job Market (70%)

Job Search

- Advertised Job Market (30%) *Reactive*
 - LinkedIn (also for recruiters to find you!)
 - Printed media and job boards
 - Analyse carefully the content and wording of the advert
 - Consider CV targeting
 - Mirror the advert wording in your covering letter/email

Job Search

- Non Advertised Job Market (70%) *Proactive*
 - Learn about opportunities *before* they are advertised
 - Reduced or no competition!
 - Work with your **target companies!**
 - Work your networks (face to face/LinkedIn/alumni)
 - Cold calling (surprise the MD!)
 - Recruiters – contact and develop a relationship

The Interview

- Visualise success *before* you arrive
- Think of it as a meeting rather than interview
- Remember that many people who interview are not trained
 - You can take a certain amount of control by preparing well
 - Use the “hooks” in your CV
- Be professional
 - Check dress code – go formal if in doubt
 - Arrive early
 - Watch & listen

The Interview

- Prepare STAR stories about your achievements (check out YouTube for some nice examples)
- Prepare answers to the obvious questions
 - Strengths and weaknesses
 - What interests you
 - What you will bring to the party
 - Biggest achievement to date and what did you learn (plus reverse!)
- Remember to smile and enjoy talking about your achievements
- Follow up – crucial!

Summary

- Getting a job is a full time job
 - Thinking and Exploration
 - A killer CV
 - Job Search
 - The Interview
 - Follow up
- Celebrate!



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