



Everything you
need to get your
dream job



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OPPORTUNITIES IN AVIATION & AEROSPACE



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CV | Template

Contact Details: (name, email, phone number) and a LinkedIn profile.

Personal Statement: Include a summary about yourself and relate it to the job you're applying for. Consider what values you would bring and how you could be right for the role based on existing experience and knowledge.

Key Achievements: This is a great opportunity to mention any work-related achievements you have, such as an award or overcoming a challenge to make yourself stand out from the crowd. They can be both in and out of work, such as if you have spent time on worthwhile personal projects particularly if they are related to the job, include details at the end of this section.

Personal Skills: Think about your soft skills and how you incorporate the organisations Values & Behaviours into the way you work and interact with others. Which skills or behaviours would be essential for the role? Examples could include:

- > Excellent communicator / presenter
- > Collaborative and inclusive
- > Respectful of other's viewpoint
- > Languages

If you are not sure how you're perceived, you could ask a friend, colleague or family member.

Employment History: Even if limited, list part-time jobs, internships, work experience or volunteer work you've done. List them with the most recent first. Include the position you held, the name of the company and dates.

Use bullet points if you prefer, about the duties or responsibilities you held during this role, the skills you developed and any measurable achievements.

Put the emphasis on duties and responsibilities most relevant to the new role.

Education: List your educational achievements, along with the school's name and year obtained. You could include a few sentences about the relevant coursework you studied or the tasks you completed during your education e.g. presentations, teamwork etc. Where possible, include the grades you achieved. Remember, any additional training from e-learning courses to First Aid - it's all relevant.

Interests and Hobbies: You can exclude this section if you don't have space. Otherwise, this is a great opportunity to say more about yourself outside of the workplace.

References: List people who can provide a reference for the employer i.e. teachers, mentors, or previous employers (usually available upon request).

THINKING Time

Before you commit pen to paper and send out your CV or in any way communicate with a prospective employer, spend some time thinking about:

- > What makes me valuable?
- > What can I do for them that nobody else can?
- > What benefits they would get if they employed me?

Do my answers to these questions cover the requirements as advertised?

COVER LETTER | Template

A Cover Letter should be no longer than one side of A4 paper. Remember it's not quantity it's quality. This is because the reviewer may only have a short time to read each letter; remember it's not an essay.

Dear Mr/Mrs [Surname]

RE: [Job title] - [Job reference No. (if applicable)]

Further to your recent advertisement in the [Publication name] on [Date] for a [Position title] I enclose a copy of my curriculum vitae.

As you will see from the attached, I am [level of qualification or current role e.g. a Computer Science graduate/purchasing manager] with [number] years of experience of working for [type of industry/organisation e.g. the automotive industry/multi-national organisations]. My most recent employment has been as a [role title] where I have been [brief description of main work focus e.g. working as part of a large project for a manufacturing client].

I feel confident that my skills and experience are a match for this position. I would welcome the opportunity to meet with you to discuss how my skills and background could be of benefit to your organisation.

I can be contacted on [telephone number] or via email at [email address]. I look forward to hearing from you soon.

Yours sincerely, [Your name]



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INTERVIEW

Things you can do to prepare for the interview

You must spend time to research the CAA and our role and reflect on our core values as these are at the heart of our organisation and our guiding principles that support how we work.

Here are some useful tips on how to prepare:

RESEARCH	SELF REFLECTION	DELIVERY
Familiarise yourself with the role requirements. Revisit the job advert and research the CAA including our core values which is a fundamental part of who we are as an organisation.	Identify the key skills we are assessing as this will help you identify areas to target your success stories. Gather any achievements which will help you to answer questions in a structured way.	As part of the interview process, we recommend using the S.T.A.R method to help structure your answers.

S.T.A.R method

Use the STAR method to plan your answers to interview questions and to show your skills and experience on a CV or application form.

SITUATION	TASK	ACTION	RESULTS
Set the scene and Remember to include Who, What, Where, When and How.	Describe the task. What was needed to be done and why?	Explain how did you complete the task.	Share the outcome and be reflective.

Use these tools to help you prepare:

[GOV.UK - Help finding work](#)

[GOV.UK - How Universal Credit helps while you find work](#)

[National Careers - Interview Advice](#)



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