

Monitor **JOBS**

FRIDAY, APRIL 26, 2019
Daily Monitor
www.monitor.co.ug



Q&A: ARE RECRUITMENT AGENCIES RELIABLE?

The beauty of working with agencies is the level of objectivity they bring to the selection process. However, before one either uses or registers with a recruitment agency, some form of due diligence must be undertaken. **More on Page 63**



Q&A: HOW DOES ONE HANDLE OFFICE POLITICS IN COMPANIES?

The best remedy for office politics and its negative connotations for an employee, is to keep your interactions professional at all times, don't make others look bad. **More on Page 63**



WHAT QUESTIONS CAN I ASK THE PANEL?

You must prepare at least two questions that demonstrate your interest in the position and your drive to excel in the role, for instance, a question like, can you tell me more about the day-to-day responsibilities of this job? **More on Page 63**

Presentation. A CV and cover letter will either make or break you, here is what to have and not have in your CV and cover letter.

BY ZUURAH KARUNGI
zkarungi@ug.nationmedia.com

A strong curriculum vitae (CV) can raise your chances of acquiring a job, says HR consultant Herbert Zake. Therefore, applying for a job requires one to be very careful, especially on the information they provide in the CV and cover letter. A CV is sometimes referred to as a resume while a cover letter can be called motivation letter. Sometimes what makes one fail are the simplest mistakes that you would rather avoid. Here are some of the things you should never include in your CV or cover letter.

Wrong addresses

Zake notes that your cover letter and CV create the 1st impression of you to a prospective employer so a lot of care and caution has to go in their preparation. "Ensure it is correctly addressed to the right company and contact. If I receive a cover letter erroneously addressed to my company, I will most definitely discard it. It demonstrates lack of seriousness," he says.

Do not use slangs

Zake notes that do not use slang language because it depicts lack of seriousness. Spell all words correctly. And before you send, review or proof read it. Misspelt words can be irritating for an employer. He adds that if possible, get a professional to review the cover letter and CV.

Honesty

He also says do not tell lies because you will eventually get caught and your values will be under scrutiny. Do not include things you cannot do just to make an impression, for example say you are an IT expert, when you are not.

He adds that do not exclude qualifications you have so as not to appear too qualified for the role. This is concealment is a reflection of dishonesty.

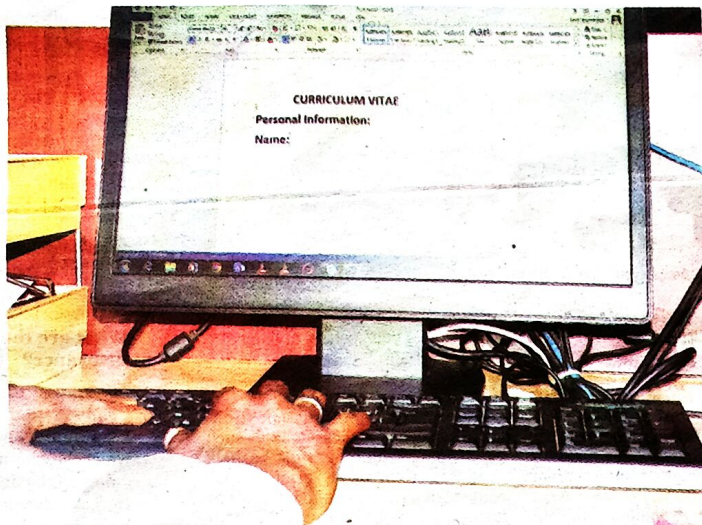
Avoid unnecessary details

Isaac Kamanyire, a business man, adds that while stating things that got you from your previous jobs, avoid mentioning reasons why you quit that could have you rejected. For example, was accused of fraud. Do not include details that would rather be voided.

Zake says unless specifically requested for, do not include your salary and / or benefits expectations. The prospective employer will imagine you are only in it for the money and you will not add value. "Avoid information that does not relate to the job. It's best to write a short and precise CV and cover letter than including unrelated work experiences," he adds.

Be professional

Emmanuel Kakuba, a Literature and English language teacher, says be professional when writing. You should take it seriously. You are selling yourself and need to convince the other party why you are the best candidate suitable for the role. Mention your value add. What is it you have to offer?



Application. Be as professional as possible when writing your CV and cover letter. PHOTO BY DAVID S. MUKOOZA

What you should never include in CV or cover letter

Do not put blame on your previous wemloyer

Zake says do not blame your previous organisation or supervisor. Some people use the cover letter to complain about their previous employer.

Address

In case you stay in place that is not known, don't include it in your CV, for example a village that too far and no known. You can instead use your phone number or email address. This also works for someone without a permanent address, especially those that keep shifting to different places. For email addresses, he says that make sure you use your real name and avoid things like cutie22@gmail.com because this shows you are not serious and irresponsible.

Do not include things that aren't asked for

Some people add things that have not been asked for such as photos of them or their work

to create an impression. He says this is like suicide. He, however, adds: "Employers may reject you depending on how you look without looking at your capabilities. However you can include your photo in case it has been asked for," he says.

Do not over praise yourself

Zake adds that carefully share your strengths and achievements without boasting or being full of yourself as this will nag people reading your CV, avoid things like "am the best, am intelligent" and other self-praise statements. All you have to do is state your capabilities.

Stating availability

Lastly, he says do not show that you are desperate. If asked when you will report, do not reply "tomorrow". That shows you are desperate. Reply that you need two to three weeks to sort out a couple of issues.

Writing a cover letter

BY DESIRE MBABAALI
dmbabaali@ug.nationmedia.com

As you prepare and write your resume or CV to that hiring company, among the important documents you will need to submit with your CV is a cover letter. Sharon Okurut, a human resource consultant, shares that a cover letter should be short, precise to the point but also captivating.

"Your cover letter should speak of nothing less than confidence. It is a document that will help you make and give impressions, and you know how first impressions matter. It should be properly written with no typos or errors, clearly segmented but also flowing so that every paragraph you have makes sense and tells the hiring person something important about you," says Okurut.

After writing your information on the right-hand top corner of the page as the addresser, and the company/ organisation information below it on the left-hand corner, like you would do when writing a professional letter, address your letter to the given person/ department as directed in the job advert, in reference to the job opportunity you are applying for.

Okurut further mentions must- have things one should include in their cover letter.

Introduce yourself

"The first part of the letter is to introduce yourself in a little more detail, so start to with a warm line introducing yourself; name, age, nationality, sex, profession and any other personal information that you may deem fit," she says.

Experiences

Since there is a general respect for past job experiences, it is important that you put a spot light on your wealth of experience. "From your work experience, pick out what is relevant to the current job position you are applying for. This helps give a picture to the hiring organisation of what you are capable of doing, and to assess whether these experiences will fit well with your new role. That is why you need to keep it as relevant to the job opportunity as possible," Okurut advises. She notes that some of these experiences might be; how long you have been working, projects you have worked on, leadership positions held, awards won, fellowships attended, volunteer and internships.

Express interest in working for them

"The reason you are applying is because you are interested in working with the organization, however, you still got to show this in your cover letter. You do this by showing that you know some information about that organisation especially in line with the job opportunity. For example, you can highlight their goal or mission, or some good statistics or project they have done and express interest in joining them and how your skills will help them bring their goal (for example) to being realized. Close this with a punchline on why you are the best candidate for this job," she says.

Conclude the letter with any other information that you may not have included in your CV or resume that you believe is relevant.

Attach your cover letter on top of your CV.