**Handing out CVs**

**Dos**

* Do make sure your CV is clean, tidy and typed on plain A4 paper, check spelling and grammar and buy a plastic folder to protect your CVs while you are out and about.
* Do consider whether you need to write your CV in a way that targets certain employers (research specific business first if you are doing this).
* Do prepare a covering letter (see Careers Wales CV guidelines on [www.careerswales.com](http://www.careerswales.com)) to accompany any or all of your CVs. They are a handy way to introduce yourself, particularly if you cannot speak to somebody in person.
* Do make sure you have plenty of copies of your CV before you start out for the day (write a list of the businesses you want to target then add 10 copies more ‘just in case’.
* Do make sure that your contact details are accurate and check for messages.
* Do hand out your CV yourself to show interest and enthusiasm.
* Do dress smartly in a way an employer might expect.
* Do be polite and well mannered – smile, maintain eye contact, speak clearly, put your phone away and on silent and ask friends to stay outside if they are with you.
* Do have a pen and paper handy in case staff you meet give you helpful details you need to remember e.g. managers name, web address or details of available shifts.

**Don’ts**

* Don’t be disappointed if you don’t hear from the business right away. They are probably very busy and only look at CVs once in while during quiet times.
* Don’t be afraid to go back to hand in another (updated) CV after a few weeks, but not so often you become a nuisance.
* Don’t give up! You will be very lucky if you get a job after handing out only a few CVs.
* Don’t be surprised if there are lots forms to fill in and different types of interview to attend. The more experience you get the better prepared you will be for the next opportunity.
* Don’t be overly selective about the type of job you want. You will be very lucky to get your ideal first job, so treat each opportunity as a potential stepping stone to greater things.

**Remember:**

1. Handing out a CV is like a ‘pre-interview’ – first impressions count.
2. Check who you are speaking to (Manager/assistant manager/general worker and remember their names and job titles.