

Sample job - Direct entry position

Job title: Research Executive

Company: Marketing Masters Ltd, London



Salary: Competitive

We are offering a great entry level opportunity to join a rapidly growing marketing consultancy as a Research Executive. You will join a small team with responsibility for project managing client market research projects as well as gathering high quality market intelligence on issues, news and trends.

We regularly publish reports, papers and opinion articles that are widely read by the industry and commented on by both trade and national press. A key part of this role is to support the research for these publications, and where appropriate take ownership of writing and promoting them. You will be required to build up strong contacts in the media to ensure the effective promotion of articles to reach the widest possible audience.

We strive to attract the best talent, to provide the best career development opportunities and provide relevant training.

Person requirements

- Degree level 2.1 minimum
- Experience of qualitative and quantitative data collection
- Strong research skills
- Excellent writing, editing and proofreading skills
- Exceptional attention to detail
- Competent user of MS Word and Excel
- Experience of preparing and delivering presentations
- Must be able to meet tight deadlines and handle multiple ongoing projects

Start date: As soon as possible

Apply with CV and letter by 5.00pm on Friday 25 April 2015. Interested applicants can ring Jo Meadows Ext 2345 to discuss the requirements of the position further.

Although it doesn't use the word "GRADUATE" in the job title don't dismiss it - this is a graduate level job.

Do your research - how long has the company been established, how quickly are they growing, how many people do they currently employ? What kind of clients do they work for? Think about how well you would fit in. Does the work sound interesting, would you be using skills that you enjoy using?

Make sure your **CV and letter** covers all the points here. Think about what you've done on your course, and where you can get evidence of skills they want. Because the job asks for exceptional attention to detail, you must make sure there are NO mistakes in your application! You should have plenty of evidence from writing and researching on your course, making presentations etc. Think about examples for other activities you've been involved in - part time work, university society positions for example.

Check the start date. They are likely to need something relatively quickly. If you are just starting your final year this will not be appropriate for you they are not going to wait that long!

Companies often provide this kind of contact - it's a great idea to contact them with a few relevant questions. It helps highlight your interest in the company and the role and it could help your application stand out as you may have additional information that other applicants don't have.