**Information from a FMCG organisation (PepsiCo)**

**Academics - 'A' levels**

* Academic achievement required – it will get you to University.
* Companies do not look for particular subjects per say but certain subjects may be required for University courses so it will help to know what you want to do after University.
* Choose the University course which will help you in the line of work you want to follow.
* Degrees aren’t essential for all FMCG roles but future leaders and those wanting to progress through FMCG type companies will usually need a 2.1 degree.

**FMCG company Work Experience Schemes**

Not all Companies offer work experience but you can usually find information by looking on their website. E.g. Proctor & Gamble, Unilever, Nestle, Mars etc.

**What do PepsiCo do?**

[**www.pepsicojobs.com/en-gb/student-recruitment**](http://www.pepsicojobs.com/en-gb/student-recruitment)

* Up to 35 industrial placements – next intake is summer 2015, but we are recruiting now, across a variety of functions. We also offer a Sales Summer paid internship for 12 weeks.

**Types of roles and courses expected to follow**

**Marketing** – Marketing, Business Studies course (provides a well rounded view of business).

**Finance** – Maths, Economics, Finance, Accounting.

**Sales** – Any, Business Studies.

**HR** – HR or Business.

**R&D** – Food Science, Science.

Industrial placement courses are a great way to gain work experience as part of your studies.

**Application - Hints and Tips**

Companies receive a lot of applications, which means competition is tough. This is why it's important to think long and hard about all aspects of your application.Writing a good CV is difficult. Writing one when you don't have a lot of work experience can be a real challenge. Your CV should be tailored to the role you are applying for by highlighting the strengths you possess which are relevant to the job.

Here are some tips from the PepsiCo Talent Acquisition Team to help you develop an effective CV.

* When writing your CV think about what the reader, is looking for, not just what you want to say. Almost without exception, recruiters are looking for relevant facts. Anything that isn’t a relevant fact probably needs to go.
* Avoid “colourful” information about personal life (No “I live with my fiancée, Anna, and we’re saving to buy our first house”).
* Include hobbies and interests only if they are relevant.
* Use the language in the advert, e.g. if you want to go into sales and the business you’re applying to calls it Business Development, then you should call it Business Development.
* **Check your spelling and grammar. Then check it again. Then get someone else to check it.**
* Check your accuracy. Dates should make sense and should include Month and year. Gaps should be accounted for.
* Work experience is the most important bit. Be sure to talk about your achievements in each role you’ve had not just your responsibilities.
* If the company you’ve worked for isn’t well known, provide a line or two explaining what they do.
* Keep it factual and relevant. As a graduate two pages should be plenty.

In addition to writing relevant content, make your CV looks good. Clear, attractive presentation is important if your CV is to stand out. Ensure that it's uncluttered, with key points easy to spot. Use bullet points and keep the sentences relatively short.

**Interview - Hints and Tips**

If you’ve made it through to interview stage, you’ve earned the chance to impress! So, what comes next...? Preparation! Here are some key things to think about before an interview.

* **Think ahead** - Ensure that you check the date and time. Figure out how you will get to the venue and how long the journey takes, especially if you are using public transport.
* **What to take** - On the day, make sure you take a copy of your CV. It’s a good idea to take notes with you of the key points you want to make and the questions you want to ask.
* **What to wear** - Decide on your outfit well in advance; ideally it should be business wear, unless told otherwise. If you have an interview with us, it’s smart/casual, i.e. Jeans and a shirt.
* **Know your CV** - Use the job description as a guideline as to what you’ll be asked about in terms of your personality, skills, work experience and qualifications. Other candidates may have similar abilities, employment and academic experience to you. Think about how you might distinguish yourself.
* **Know the job** - Know everything you can about the job on offer including the job and/or person specification.
* **Know the organisation** - Research us. Interviewers will expect that you will have at least researched our website. Take time to learn and understand our business.
* **Interview us too!** - Ask questions that are important to you, after all this needs to be the right role and Company for you, as much as you being the right candidate for us!
* **Ending positively** - If the interviewer does not tell you, at the end of the interview ask when you should expect to hear news of the selection decision and, if you are successful, what the next stage of the process will be.

**Be yourself!** - Not everyone can thrive in every environment. This is why the overall fit between you and the organisation is so important. The interview will be most effective if you are yourself, speak with truth and candour (one of the PepsiCo values!) and show your personality!

