



ATTIC

THE ATTIC RECRUITMENT CANDIDATE PREP KIT: ACE YOUR NEXT INTERVIEW AND LAND YOUR DREAM ROLE.

An expert-led guide to help you stand out, from application
to job offer.

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WELCOME FROM THE FOUNDERS – KIRSTY MIALL & SARAH CULSHAW

Welcome to the Attic Recruitment Prep Kit – we're so pleased you've taken this step towards building the career you deserve.

Between us, we've spent more than 40 years placing exceptional candidates into top-tier businesses and private households. We know what it takes to stand out, impress and secure a role that's both professionally fulfilling and personally rewarding.

This guide brings together everything we've learned – the little details that make a big difference. Whether you're returning to the job market, stepping into a more senior role, or looking for a change, this kit will give you the tools to shine.

All the best,

Kirsty & Sarah

UNDERSTANDING THE ROLE YOU ARE APPLYING FOR

Before you even apply, it's essential to understand exactly what the role requires – and what the employer values most.

- **PA (Personal Assistant):** Often supports one or more individuals in a business setting. Strong diary management, gatekeeping, and communication skills are key. You'll be the backbone of your boss's day-to-day operations.
- **EA (Executive Assistant):** A more senior-level support role, often working with C-suite executives. Requires strategic thinking, business acumen, and sometimes project or team management.
- **Private Household Roles:** These vary widely – from House Managers to Private PAs or Lifestyle Managers. You'll need discretion, adaptability, and the ability to navigate complex personal environments.

Tip: Tailor your application to reflect what's most relevant to that particular role. Generic applications don't get noticed.

PERFECTING YOUR CV AND COVER LETTER

CV Tips:

- Keep it to 2 pages max – clear, clean layout.
- Start with a personal profile: 3-4 lines that summarises your experience and strengths.
- Use bullet points for responsibilities and achievements. Include tools used (e.g. Microsoft Office, Slack, Concur).
- Highlight specific wins: “Reduced diary clashes by 30% by implementing a new scheduling tool.”

Cover Letter Tips:

- Always personalise it. Address it to a named person where possible.
- Show enthusiasm for the role and the company.
- Link your skills directly to the job description.
- Keep it to one page. Be warm, confident and professional.

MASTERING THE INTERVIEW

Preparation is everything. Here's how to walk in feeling confident:

- Research the company – recent news, values, culture.
- Know the role – re-read the job spec and your own CV.
- Practice answers to common questions:

“What are your strengths?”

“Tell us about a time you solved a problem under pressure.”

“Why do you want this role?”

- Dress appropriately – see our checklist at the end!
- Be punctual, polite, and professional from the moment you arrive or log in.

Pro tip: Interviews go both ways. Use them to find out if the role is a good fit for you too.

SHOWCASING SOFT SKILLS

These roles require more than technical ability – employers are looking for trustworthy, emotionally intelligent professionals.

Key soft skills to highlight:

- Discretion – particularly in private households or high-profile environments.
- Proactivity – anticipate needs before they arise.
- Adaptability – every day may be different.
- Calm under pressure – a must for fast-paced roles.
- People skills – you'll liaise with everyone from CEOs to contractors.

Use specific examples to demonstrate these in your interviews.

WHAT TO ASK THE EMPLOYER

Great candidates ask great questions. It shows interest, curiosity, and that you're thinking ahead.

Here are a few:

- "How do you measure success in this role?"
- "Can you tell me more about the team dynamics?"
- "What are the immediate priorities in the first 3 months?"
- "How do you like to work with your PA/EA?"
- "Is there room for professional development or training?"

Avoid asking about salary or benefits in the first round unless the employer brings it up.

AFTER THE INTERVIEW

Send a thank-you email within 24 hours via Attic (or to the employer if you have applied directly). Brief, professional, and specific:

“Thank you for your time today. It was a pleasure to learn more about the role and the team. I remain very interested and would welcome the opportunity to contribute.”

Reflect on what went well and what you might improve next time.

If you’ve gone through Attic Recruitment, we’ll follow up with feedback and next steps – we’ve got your back.

WHAT HAPPENS NEXT

The recruitment process can move fast – or slowly – depending on the client.

Here's what typically happens:

1. **Client feedback** – usually within a few days.
2. **Second interview** – often more practical or informal.
3. **Offer stage** – this may involve referencing, background checks, or negotiation.
4. **Start date confirmed** – we'll support you through the transition.

If you don't get the role, we'll provide honest feedback and help you prepare for the next opportunity.

BONUS MATERIAL – PERSONAL PRESENTATION CHECKLIST

Look and feel your best – it makes a difference. Use this checklist before every interview:

- Clean, well-fitting, professional outfit (tailored to the industry you are applying for – if in doubt, err on being smart over casual). Old school but prepare it the night before. Chose an outfit that you feel confident it – sometimes it helps to fake it before you make it
- Clean shoes (!) – the devil is in the detail
- Printouts of your CV and the job description (or ready access on a tablet)
- Notebook and pen
- Now we are out of Covid times, a great handshake is a must
- Be nice to the receptionist – they have a lot of sway when it comes to cultural fit
- A few deep breaths and a confident smile



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