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# CV and Interview Tips

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# Tips for competency based interviews

1. Read the job description carefully to get a clear understanding of the role you are being interviewed for and the competencies required.
2. Give examples from your own experience. Your examples can come from work, academic or even sport experience.
3. Keep your examples concise, clear, relevant and positive.
4. **STAR** answers: ensure your examples have a  
**S**ituation (background on the specific situation)  
**T**ask (what had to be done)  
**A**ction (how you carried out the task)  
**R**esult (what was the end result).
5. Rehearse your examples to ensure they are clear and concise.
6. Ensure you listen carefully to the interviewer's questions and answer the question asked.
7. Sell yourself – an interview is your sales pitch. You need to “sell” your experience and your skills to the company.



8. There will be some questions asked that you have not prepared. When this happens, pause, calmly think of the question and give your best answer.
9. Ask questions – an interview is an opportunity for you to evaluate whether a company is a good fit for your career plans as much as for the company to check if you are a fit for them.
10. Manage your time, good preparation will help you to answer questions clearly and concisely.
11. Dress for interview – business attire.

# Tips for building a better CV

1. Start with your name and contact details at the top - to include mobile and e-mail address.
2. Write a personal profile.
3. Include a link to your LinkedIn profile and ensure your profile matches your C.V.
4. Ensure your C.V. is well laid out and formatted - first impressions count.
5. Tailor your C.V. to each job you apply for.
6. Use wording from the job specification.
6. Use a clear, easy to read font.
7. Use bullet points.
8. Don't use acronyms, be conscious that the person reading your CV might not know to what they refer.
9. Highlight your achievements as well as your duties.



10. Keep your C.V. positive.
11. Try to keep your C.V. as short as possible - no more than two pages.
12. Always include a cover letter outlining your interest in the role and highlighting your suitability.
13. Spell check - this is so important.



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