



# Your CV or Job Application Content

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You are in largely control of what you say or leave out

Need to be ready for questions about any section in an interview

Look carefully at your CV or application and pull out

- Key words
- Skills
- Events
- Claims

Can anticipate some of the possible questions

# Covering the elements of your CV

	Typical Question	Observations
<b>Profile</b>	You say that you are ..... when have you shown this?	Need a story for every claim
<b>Career History</b>	I see in your CV that you did ..... Could you tell me more about it	Be ready to describe a job or individual task/duty
<b>Education</b>	Tell me about your final year project ..... What made you choose that subject?	Be ready to describe motivation and talk about experience and learnings
<b>Skills</b>	Give me an example when you used .....	Need to be able to illustrate each skill
<b>Interests</b>	Tell me about ..... I also like ..... What do you do?	Should be excited by and interested in your interests so keen talk about them

# Guidelines for answers

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Where possible use concrete examples from your experience

- Avoid generalities and unsubstantiated claims

Structure them as a simple story

- Beginning – the situation, objective, task
- Middle – the main part, what you did, what you overcame
- End – the result, punchline, main point, learnings

Aim to tell the story in 1-2 minutes

- Concentrate on the highlights
- More questions about the story are great as you know about this

Helps to practice saying them out loud

# Experience Worksheet (STAR)

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## Situation

- Set the scene for the story. What was happening?
- Why was this needed? When did you do it?

## Task

- What were you asked/needed to do?

## Actions

- What did you actually do?
- If you worked as part of a team what was your contribution?

## Result

- What was the outcome?
- How did it help the organisation?
- Use numbers where possible.

# Experience Worksheet (Competency)

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## Situation

- Set the scene for the story. What was happening? Why was this needed? When did you do it?

## Obstacles

- What were the problems you needed to overcome?

## Actions

- What did you actually do? If you worked as part of a team what did you personally do?

## Contribution

- What did you add to the team or organisation?

## Result

- What was the outcome? How did it help the organisation? Use numbers where possible.

## Learning

- What did you learn from the experience? What would you do differently next time?

# Exercise

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Pick an item from your CV

Use one of the templates to structure the story

Tell the group your example in 2 minutes