

How to get the job

Essential tips for writing stand out CVs, stellar cover letters and how to smash that interview

Creating a strong CV, writing an effective cover letter and acing an interview are essential steps in securing a job. Here's some tips to help you stand out as the best candidate for the job.

Writing a killer CV:

A CV is where you showcase your skills and experiences to your potential employer. Follow these tips to make sure your CV is the best of the bunch.

Tailor your CV to the job:

- Customise your CV for each application. Highlight how your skills and experiences match the job description.

Keep it concise:

- Aim for 1-2 pages and use bullet points to make it easy to read.
- Prioritise information based on relevance of the job.
- BTW: if your CV is pages and pages long - the chances are it won't get read.

Professional Formatting:

- Use a clean, professional design. Consistent fonts, headings, and spacing make a big difference.
- Avoid overly decorative fonts or colours.

How to get the job

Writing a killer CV

Clear Structure:

- Include sections like contact information, professional summary, work experience, education, skills, and additional sections (like certifications and languages)
- Professional Summary: A brief overview of your key skills and experiences. This should be tailored to the job you are applying for.
- Work experience: List in reverse chronological order. Focus on achievements rather than just responsibilities.
- Education: Include your highest degree/ grade/ qualification first, along with any relevant certifications.
- Skills: Highlight key skills relevant to your job. Consider both technical and soft skills.

Use Action Verbs:

- Start bullet points with strong action verbs like 'developed', 'managed', 'designed', 'led' etc.

Quality Achievements:

- Whenever possible, use numbers to demonstrate your achievement

Check for Errors:

- Proof read your CV multiple times to avoid spelling or grammatical errors.

Technical Skills: Practical knowledge and abilities that are used for a specific job.

Soft Skills: Non-technical skills that describe how you work and interact with others.



How to get the job

Crafting a stellar cover letter

Your cover letter is there to compliment your CV by making it clear that your experience and interests make you the best person for the job. The goal of your cover letter is to convince the employer to interview you.

Here's how....

Personalise it:

- Address the letter to a specific person if possible. Research to find the hiring manager's name.

Strong Opening:

- Start with a strong opening that grabs the reader's attention, mentioning the position you're applying for and where you found it.

Highlight Key Points:

- Explain why you are a perfect fit for the job by emphasising your relevant skills and experiences.
- Show how your background and goals align with the company's needs and values.

Show enthusiasm:

- Express genuine interest in the role and the company. Employers value enthusiasm and good cultural fit.

Keep it concise:

- Aim for 3-4 paragraphs, roughly 300-400 words.
- Every sentence should add value.

Close confidently:

- End with a strong closing statement, expressing your desire for an interview and thanking them for their time.

Proofread:

Like your CV, make sure your cover letter is free from errors.



How to get the job

Smashing that interview

Once your CV and cover letter have stood out from all the others, you will be selected for an interview - which can be daunting.

By following these tips you can show that you are the confident professional that the company needs....

Research the company:

- Understand the company's mission, vision, values, products and recent news. This shows you are genuinely interested and helps you tailor your responses.

Understand the job description:

- Be clear on what the role requires and think about how your skills and experiences make you a perfect fit.

Practice common questions:

- Prepare for common interview questions like: 'Tell me about yourself..', 'What are your strengths and weaknesses?', 'Why do you want to work here?'
- Practice STAR (situation, task, action and result.) format for answering behavioural questions.

Prepare questions to ask:

- Have 2-3 questions ready to ask the interviewer about the role, team or company culture; this shows your interest and engagement.

Dress appropriately:

- Dress in professional attire that matches the company's culture. When in doubt, it's better to be slightly overdressed.

How to get the job

Smashing that interview

Body Language:

- Maintain good eye contact, sit up straight, and use professional body language. A firm handshake and a smile go a long way.

Be on time:

- Arrive 10-15 minutes early for the interview. Being punctual shows reliability and respect for the interviewer's time.

Follow up:

- Send a thank you email within 24 hours of the interview. Mention specific points from the conversation to reinforce your interest in the role.

Final thoughts...



Confidence and Positivity:

Be confident in your abilities and maintain a positive attitude throughout the application process.

Continuous Improvement:

After each interview, reflect on what went well and what could be improved for next time.