



# **HOW TO CRAFT YOUR CV & ACE YOUR INTERVIEW**

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# How to Make a Smashing CV

- **Be Original and Authentic:** A great CV will help you stand out
- **Make sure it reflects who you are:** So the employer can get an idea about yourself
  
- **Give attention to spelling and language:** Avoid tired expressions such as passionate, hard working and team player.
- **Pay attention to detail: Remember!** you will be assessed against others.
  
- **Keep it short:** sometimes writing less is more
- **Be accurate:** don't let others pick out inaccurate information
  
- **Include personal information when necessary:** e.g hobbies etc.
- **Don't include a photo:** unless you are asked to
- **Or maybe don't do a CV at all:** Have you heard about Video CV?



# How to Do Well in Interviews

- **Research the organization:** Website, social media posts and recent press releases can help.
- **Read the job description carefully:** Look at specific skills. Bring out examples from your work to align.
- **Ask a friend to practice answering questions:** Change and modify your answers.
- **Plan your interview attire:** Wear smart attire. Research the company to learn what's appropriate.
- **Bring copies of your resume, a notebook and pen:** Arrive early.
- **Make a great first impression:** Display confident body language and a smile throughout.



# How to Do Well in Interviews

- **Link your answers to skills and accomplishments:** Address the requirements listed in the job description.
- **Show authenticity and positivity:** Be genuine.
- **Respond truthfully to the questions asked:** Try not to oversell your skills. Focus on key strengths.



- **Keep answers concise and focused:** Time with each interviewer is limited so don't ramble.
- **Do not speak negatively about your previous employers:** Companies want to hire problem solvers who overcome tough situations.
- **Ask about next steps:** It is appropriate to ask what you should expect next.