



SMASH

ONE PERSON CAN CHANGE A LIFE

JobREADY

kit

Prepare yourself for job applications and interviews

Update this kit before each new job to ensure you're fully equipped and ready to go

How to use this kit

CV Development

- **CV Builder**
- **CV Hacks**

The Application Process

- **Application Checklist**
- **Adjusting your CV**
- **Covering Letters**

Interview Preparation

- **Soft Skills**
- **STAR Stories**
- **Checklists**



How to Use the Kit

What is the kit?

A tool to prepare yourself for job applications and interviews

When should I use it?

You can complete it at any time, and it's a good idea to fill it out before you start applying so you have plenty of time to think.

Then you can go back to it ahead of any new job application or interview and update your answers – so they are fresh in your mind.

**Woah – that's long –
I'll never complete
all THAT!**

Use as much or as little of the kit as you like. Obviously – the more you complete, the better prepared you'll be. Some people complete a few questions each week.





CV Builder

CV = Curriculum Vitae

Meaning course of life, it provides a record of your qualifications, skills and experiences.

Some employers will ask you to provide this as a document; some will ask for the information to be put into their application form.

Either way you will need the information ready when you apply.

Use the CV builder...

on the following pages to make sure you have all the information you will need.

Then get going on your CV

Contact Information

Full Name

Use the name you would like to be known by. You can give your legal name (if it is different) when you get the job and need to complete the official paperwork

Email Address

Keep it professional!

Do

- ✓ Keep it simple
- ✓ Include your name
- ✓ Use Gmail / Outlook / iCloud or your own domain
- ✓ Use clear, recognisable words

Don't

- ✗ Include reasons for discrimination Age (year of birth)/ethnicity/religion
- ✗ Avoid using outdated domains like AOL / Hotmail / BTInternet
- ✗ Avoid drink / drug / gaming references – basically don't try to be funny
- ✗ Don't use your school or college email – you might lose access

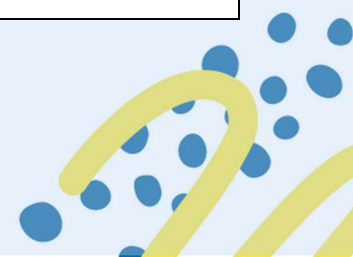
Phone Number

Do

- ✓ Use a number you will answer. If you have to use a shared number, try to be the person who answers it.
- ✓ Make sure anyone who might answer the phone knows the name you have put on your CV
- ✓ Break the number into chunks so it's easy to read
Like this: 07770 123 456

Don't

- ✗ Give a work number your current boss might answer





Example Email Addresses

GOOD

Jane_Doe@gmail.com
*contact@janedoe.co.uk**
Jane.Doe.UK@icloud.com

Obviously – use your name not Jane Doe! ☹

** You will have to pay for your own domain and email handling*

AVOID

SexyGamer2007@AOL.com
ZombieSlayerz@SkibbidiRizz.com
PleaseHireMe@btinternet.com
BowlingGenius@hotmail.com
AmazingSinger@icloud.com
JaneTherapist@doe.co.uk

Education

Next – you'll need to list your educational qualifications

- Date(s)
- Name of school / college
- Qualification subject or title

Use the following pages to record these. Add new qualifications as you achieve them through your life.

Keep a record of all dates

You may one day be asked for a full employment history. You may need to pick a date from an online calendar – so you'll need day, month and year.





GCSEs or equivalent

School / College Include location	
Dates	
Subject	Result / Grade
English Language	Grade 6





A' Levels or equivalent

School / College Include location	
Dates	
Subject	Result / Grade
<i>English Language</i>	<i>Grade 6</i>





Higher Education

Degrees & Diplomas

School / College Include location	
Dates	
Subject	Result / Grade
School / College Include location	
Dates	
Subject	Result / Grade
School / College Include location	
Dates	
Subject	Result / Grade
School / College Include location	
Dates	
Subject	Result / Grade





Professional & Vocational Qualifications

Certificates & Business

Here are some examples of qualifications you should keep a record of.

Don't forget to keep any certificates, you may be asked to show them when you start a job.

advanced advocacy skills
mortgage advice and practice
cscs card
safeguarding
prince2
hgv licence
cad software training
food safety
manual handling
advanced welding techniques
social work practice in child care
electrical safety
forklift truck driving
first aid at work
cognitive behavioural therapy (cbt) certification
environmental management systems (ems)
comptia network+ certification
event planning and management
full uk driving licence





Professional & Vocational Qualifications

Certificates & Business

School / College

Include location

Dates**Subject & Level****Result / Grade****School / College**

Include location

Dates**Subject & Level****Result / Grade****School / College**

Include location

Dates**Subject & Level****Result / Grade****School / College**

Include location

Dates**Subject & Level****Result / Grade****Note**

These qualifications are usually just pass or fail.

So, you may not need to list the grade.





Work Experience

Work experience is often just as important as qualifications. Be sure to include any voluntary work as well as employment.

Work Experience

Organisation

Include location

Dates**Role / Job Title****Key responsibilities****Note**

When adapting your CV for a job, make sure you focus on what is relevant to the role you want





Work Experience

Organisation

Include location

Dates**Role / Job Title****Key responsibilities****Organisation**

Include location

Dates**Role / Job Title****Key responsibilities**



Work Experience

Organisation
Include location

Dates

Role / Job Title

Key responsibilities

Organisation
Include location

Dates

Role / Job Title

Key responsibilities





Skills & Qualities – Employability

Keep a list of all skills you have developed.

These are example transferable employability skills – what are yours?

Multitasking
Customer service
Decision-making
Project management
Time management
Teamwork
Technical skills
Critical thinking
Adaptability
Emotional intelligence
Initiative
Negotiation
Conflict resolution
Organization
Problem-solving
Attention to detail
Leadership
Networking
Communication
Collaboration

Note

Choose relevant skills for the job you are applying for and make sure they are in your CV or covering letter.

Be careful – if you list ‘attention to detail’ make sure you don’t have any typos in your application.





Employability Skills

Skill or Quality	How would you rate yourself?
Adaptability	★★★★★

Choose wisely

You may be asked questions at interview about these skills, so be prepared to justify the rating you have given yourself





Skills & Qualities – Technical

Here are some examples of technical skills. What are your technical skills?

Mobile app development
Safety compliance (OSHA) Lesson planning
Cloud computing (AWS, Azure)
Programming (e.g., Python, Java, C++)
Data visualization (Tableau, Power BI)
Web development (HTML, CSS, JavaScript)
Video editing (Adobe Premiere, Final Cut Pro)
Hospitality management software (e.g., OPERA, RMS)
Graphic design (Adobe Photoshop, Illustrator)
E-learning platforms (Moodle, Blackboard)
CAD software (AutoCAD, SolidWorks)
Database management (SQL, MySQL)
Hardware installation and maintenance
Cybersecurity ERP systems (SAP, Oracle)
Budgeting and cost control SEO optimization
Quality control Microsoft Office Suite

Note

Be specific when talking about systems you are familiar with.





Technical Skills

Skill or Quality	How would you rate yourself?
PhotoShop	★ ★ ★ ★ ★

Not sure - ask

Can't think of anything you are good at? Ask your friends, family, teachers or work colleagues





CV Hacks

Keep it brief and to the point

Hiring managers do not have time to read in depth text. Bullet points and short sentences which are packed with key words will get noticed

Make it clear

Choose a design that makes it easy to read. Use columns and graphics.

Format

Always save your CV as a PDF and embed the fonts, if you can.

A4 is the normal paper size for a CV in the UK. However, this may change, so keep an eye on current trends.

Things you don't need to include

*Your age, gender and sometimes your name
To help against unconscious bias, employers may now ask you for a version of your CV that removes these*

*Anything older than 10 years
Unless specifically asked for a Full Employment History for Safeguarding reasons*

Things that are easy to forget

- ☐ *Have you put your driving licence on?*
- ☐ *Links to your personal website or appropriate Social Media accounts*
- ☐ *Voluntary work – this is just as important as paid work on your CV*
- ☐ *References – you can write 'References Available on Request' this saves you asking them before every job application*
- ☐ *Languages – do you speak more than one?*
- ☐ *Gaps in employment – If you have been ill or had caring responsibilities, for example, these should be mentioned and can often highlight some of your skills.*

Quality not quantity

Keep it to a maximum of 2 x A4 pages

Gaps in employment

If you have been in prison what to put will depend on your experience, so seek advice.



Design

Make sure it is clear and easy for the hiring manager to see the information

My CV - Jane Doe

Contact Details

Phone: 07770345678 email: jane_doe2007@gmail.com address: 42 Bright Road SWINDON SN2 8XX

Personal Information

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Professional Experience

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus suscipit tortor eget felis porttitor volutpat. Pellentesque ac felis eu sapien cursus vestibulum. Nullam id dolor id nibh ultricies vehicula ut id elit. Curabitur blandit tempus porttitor. Donec id elit non mi porta gravida at eget metus. Integer posuere erat a ante venenatis dapibus posuere velit aliquet.

Education

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed posuere consectetur est at lobortis. Vivamus sagittis lacus vel augue laoreet rutrum faucibus dolor auctor. Cras justo odio, dapibus ac facilisis in, egestas eget quam. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Sed posuere consectetur est at lobortis. Vivamus sagittis lacus vel augue laoreet rutrum faucibus dolor auctor. Cras justo odio, dapibus ac facilisis in, egestas eget quam. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum.

Skills

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras mattis consectetur purus sit amet fermentum. Nulla vitae elit libero, a pharetra augue. Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Curabitur blandit tempus porttitor.

References

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam porta sem malesuada magna mollis euismod. Donec ullamcorper nulla non metus auctor fringilla. Curabitur blandit tempus porttitor. Duis mollis, est non commodo luctus, nisi erat porttitor ligula, eget lacinia odio sem nec elit.

✗ Not like this...

✓ Try something like this...

YOUR NAME SURNAME
ASSISTANT MANAGER

[Address] [Phone] [Email address]

OBJECTIVE
(Replace this sentence with your job objective. To replace any tip text with your own, just select a line of text and start typing. For the best results when selecting text to copy or replace, don't include spaces to the right of the characters in your selection.)

EDUCATION
[School Name], [City], [County/Region]
(You might want to include your final grade here and a brief summary of relevant coursework, awards and achievements.)

EXPERIENCE
[Dates from] - [To]
[Job Title] - [Job Position] - [Company Name]
[Dates from] - [To]
[Job Title] - [Job Position] - [Company Name]
[Dates from] - [To]
[Job Title] - [Job Position] - [Company Name]
(This is the place for a brief summary of your key responsibilities and most stellar accomplishments.)

KEY SKILLS
Marketing
Project management
Budget planning
Social media
Planning

COMMUNICATION
(You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.)

LEADERSHIP
(Are you president of your society, head of the accommodation board or a team lead for your favourite charity? You're a natural leader - tell it like it is!)

[Available upon request]

REFERENCES

This is a default template from Microsoft Word

You can find a range of other free templates and ideas online



The Application Process

Application Forms

To apply for a job, you will need to fill out an application

These days these are almost always online. Follow these fundamentals:

- Start the form well ahead of the submission deadline
- Look at the form before you start & find out:
 - Can you save it and come back to it?
You may get timed out or need to find something and come back later; so if you can't save as you go along, copy and paste your answers into a document
 - Do you have everything you need to fill it out?
- Check it thoroughly for mistakes and typos. Get someone else to look over it, if you can
- Keep/print a copy
It's good to refresh your memory when it comes to the interview, especially if you're applying for lots of jobs

Adjusting your CV

If you are serious about a job, make sure your CV and covering letter show that

Adapt your CV for the job you want

- ☐ Highlight different skills
- ☐ Add in key words from the job description
- ☐ Say more about previous jobs or experiences which are relevant to this job
- ☐ Say less about ones which have nothing to do with it

Covering Letter

You should write this fresh every time to make sure you know what the organisation is looking for





Application Checklists

Make sure you keep this in mind before you start

Your application should show that...

- ☐ You have researched the organisation
You can comment on their goals in your covering letter
- ☐ You have read the job ad and description carefully
Use language from the job description in your CV to describe your skills or qualifications

Email

- ☐ Is professional and doesn't look like a gamer tag!

Get Social

- ☐ Make sure your Social Media reflects a person they will be happy to hire
(or make it private)

Referees

- ☐ Get permission to include them

Make sure you have done these before you hit 'Submit'

- ☐ Check you have **included everything** they have asked for e.g.
 - ☐ CV
 - ☐ Covering Letter
 - ☐ References
 - ☐ Any documents or proof of qualifications
 - ☐ Random requests to make sure you've read everything
- ☐ **Proof-read** for spelling and grammar.
Even if you're good at this, it's always a good idea to get someone you trust to look at it too. You can also run blocks of text through AI.

Be very careful...

If you are asked for money as part of the application process.

This could be a scam!



Covering Letters

Your covering letter is your chance to shine

What hiring managers are looking for:

- Evidence you are passionate about the job
- That you have the skills and knowledge to do the job

What to include

- The role you are applying for
- That you are suitable for the role and why
- Your experience: use words from the job ad or description
- A conclusion that reinforces your enthusiasm for the role

If you are applying by email...

your covering letter will be the content of your email not an attachment

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Example Covering Letter

Hiring Manager (put the name if you have it)
Acme Industries
154 Letsby Avenue,
Bristol BS1 1AB

Dear Hiring Manager,

I am writing to express my interest in the Junior Web Developer position at Acme Industries, as advertised on Indeed.

With my background in freelance web design, combined with my hands-on experience in creating and copy-editing the online school newsletter, I believe I would be a strong addition to your team.

In reviewing the job description, I am confident that my design experience aligns closely with the key requirements of the role. I have used WordPress, CSS and HTML and have successfully created websites from scratch. Furthermore, my ability to manage my own time and work to tight deadlines will allow me to contribute effectively to your team's goals.

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Example Covering Letter Continued

In my previous position of Student Editor at Northfield Academy, I was responsible for creating and editing posts, developing the appearance and site layout, which helped me develop strong skills in site development and maintenance.

I am particularly excited by the opportunity to take the lead on ensuring the Acme Industries website is inclusive, and I am eager to bring my experience to Acme Industries to help achieve the relaunch of your website.

I am enthusiastic about the chance to contribute to your team and am confident that my skills and passion for web design will make me an asset to your company.

Thank you for considering my application. I look forward to the opportunity to further discuss how my experience and qualifications align with your needs.

Yours sincerely,
Jane Doe



Hiring Manager (put the name if you have it)

[Company Name]

[Company Address]

[City, Postcode]

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [where you found the job listing].

With my background in [relevant field or industry], combined with my hands-on experience in [specific skills or tasks mentioned in the job ad], I believe I would be a strong addition to your team.

In reviewing the job description, I am confident that my [relevant experience] aligns closely with the key requirements of the role. I have [mention specific skill or qualification], and have successfully [provide an example of your work or achievement that aligns with the job description]. Furthermore, my ability to [mention another key skill or responsibility from the job ad] will allow me to contribute effectively to your team's goals.

In my previous position at [Previous Company Name], I was responsible for [mention specific tasks that relate to the job you're applying for], which helped me develop strong skills in [key areas that match the job description]. I am particularly excited by the opportunity to [mention a specific responsibility or project mentioned in the job ad], and I am eager to bring my experience to [Company Name] to help achieve [specific goal or value of the company]. I am enthusiastic about the chance to contribute to your team and am confident that my skills and passion for [industry or specific field] will make me an asset to your company.

Thank you for considering my application.

I look forward to the opportunity to further discuss how my experience and qualifications align with your needs.

Yours sincerely,

[Your Full Name]





Interview Preparation

What is an Interview for?

Interviews are often a very bad way of working out whether someone is a good fit for the job.

Unfortunately, they are still a common way for hiring managers to get an insight into the candidates.

How to smash your interview!

Try to get into the head of the hiring manager and give them what they are looking for

- ☐ Use your research on the job and the company to find key things to talk about
- ☐ Play the part – think about what they are looking for. Sell the things that you are good at and acknowledge areas you are working on.
- ☐ Practice, so you are confident

Remember

An interview is your chance to sell your qualities and convince them you'll be a great asset to their team





Interview Types

Interviews can take many forms. When you are offered the interview, it should be made clear what to expect. If not, ask.

<p>Traditional One-on-One Interview A face-to-face meeting with the hiring manager or recruiter where you discuss your qualifications, experience, and fit for the role.</p> <p>Panel Interview You are interviewed by a group of interviewers, typically from different departments or levels within the organization, who take turns asking questions.</p> <p>Phone Interview A remote interview conducted over the phone, often used as an initial screening to determine if you're a good fit before an in-person interview.</p> <p>Video Interview Conducted via video call (e.g., Zoom, Skype) and often used for remote roles or as a first-round interview, especially for global companies.</p> <p>Behavioural Interview Focuses on how you handled past situations to predict future behaviour. Interviewers use questions like "Tell me about a time when..." to assess problem-solving, teamwork, and other skills.</p>	<p>Group Interview Involves multiple candidates being interviewed at once, where you may work on a group task or answer questions in front of the group, assessing how you interact with others.</p> <p>Case Interview Typically used for consulting and analytical roles, where you're asked to solve a business problem or case study in real time, testing your critical thinking and problem-solving skills.</p> <p>Competency-Based Interview Focuses on assessing specific competencies or skills required for the role, such as leadership, communication, and teamwork, through examples of your past work.</p> <p>Informational Interview A casual conversation with someone in the industry to learn more about a role, company, or career path. It's not a formal interview but can help expand your network and knowledge.</p> <p>Stress Interview Designed to test how you handle pressure, these interviews may include aggressive questioning, rapid-fire questions, or challenging scenarios to see how you perform under stress.</p>	<p>Technical Interview Designed to assess your job-specific skills, such as coding, problem-solving, or technical knowledge. These interviews often include practical exercises or tests.</p> <p>Lunch or Dinner Interview An interview conducted over a meal, where the goal is to assess your social skills and professionalism in a more relaxed, informal setting.</p> <p>Assessment Centre Interview Often used for graduate or management roles, candidates complete a series of exercises or tasks (e.g., role-playing, group activities, written tests) to assess various skills.</p> <p>Hiring Manager Interview Focused on evaluating whether you're a good fit for the specific role within the team or department. It's often more focused on your experience and ability to perform the job.</p> <p>Second-Round Interview After a successful initial interview, this round typically goes deeper into your skills, experience, and motivation for the role. You may meet with additional team members or higher-level executives.</p>
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Soft Skills

These are often hardest to talk about at interview if you aren't prepared

So, it is well worth spending time thinking about where you excel and where you may need some support





Problem solving

Are you good at problem solving?

List 1 to 3 specific problems you have when it comes to problem solving

- 1.
- 2.
- 3.

Remember:

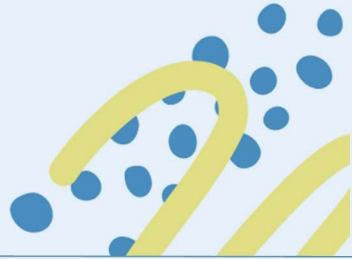
Focus on what YOU did. If it was part of a team effort – what did you contribute? Expand any key ones in the STAR stories section.

You may be asked questions such as...

'Can you tell me about a time when you solved a tricky problem?'

'Tell me about a time when you identified and fixed a problem before it became urgent.'

'How do you decide when to handle an issue independently or seek help?'



Emotional Resilience

Do you have good techniques for managing your feelings?

List 3 examples

- 1.
- 2.
- 3.

Remember:


Keep this light and positive; you don't want to overshare in an interview.

You may be asked questions such as...

'Can you describe a time when you had to manage your emotions in a challenging situation at work?'

'What strategies do you employ to understand colleagues' perspectives?'

'Describe a time when you helped resolve a conflict between coworkers.'



Goal setting

Be ready to talk about how goal setting has helped you.

List 3 examples of goals

Did you achieve them & what did you earn?

- 1.
- 2.
- 3.

Remember:

Goals you didn't achieve are just as important. An awareness of how you learned from them shows resilience and adaptability.

You may be asked questions such as...

'Tell me about a goal you set yourself'

'Tell me about a goal you failed to achieve'

'Do you think that setting goals can be beneficial in day-to-day life as well as business situations?'

Adaptability

How able are you to be flexible?

List 1 to 3 examples of times you have changed plans at short notice.

- 1.
- 2.
- 3.

Remember:

If you struggle with change, be open and the employer may be able to put things in place for you.

You may be asked questions such as...

'How do you adjust to changes you have no control over?'

'When you suffer a setback, how does that emotionally affect you and your work?'

'What does adaptability mean to you, and how do you demonstrate adaptability in the workplace?'



TOP SKILL!!

Make sure you are ready to talk confidently about this.

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Communication

Think about a variety of methods of communication.

Email/visual presentation/face to face/conversations/online messages/talking on the phone/texting – even a dance???

Think also about which method is appropriate and how you use formal and informal tone.

In what ways do you communicate well?

List 1 to 3 examples

- 1.
- 2.
- 3.

Remember:

Think about the job you are applying for. What is going to be important in your day-to-day work?

What strategies do you use to improve communication in areas you find naturally challenging?

List 1 to 3 examples

- 1.
- 2.
- 3.

Remember:

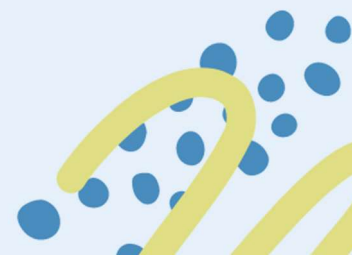
We're all terrified of something. You'll stand out if you know what you struggle with and have ways to lessen the impact

You may be asked questions such as...

'Describe a time when effective communication helped you resolve a workplace conflict'

'Can you provide an example of how you've used visual aids to enhance understanding during a presentation?'

'Outline your approach to crafting persuasive written communications.'





TOP SKILL!!

Make sure you are ready to talk confidently about this.

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Teamwork

Strong organisations value diverse teams

It's a common mistake to think you need to match other people's skills to fit in. What would be the point of hiring two identical people?

Far better to know **your** strengths and be confident in the part you can play in a team.

Check online for a personality test to find out where you fit in

List your personality type and any thoughts you have about your type.

My personality Type:

My Thoughts:

What part do you play in teamwork?

Be ready to talk about your strengths and areas you are less strong on. List 1 to 2 strengths and 1 example where someone else would do a better job. *Think of a positive spin on this.*

Strength #1:

Strength #2:

Not for me:

Remember:

A strong team embraces diverse personalities. Know your strengths and take pride in them. BUT also, be ready to step out of your comfort zone when needed.

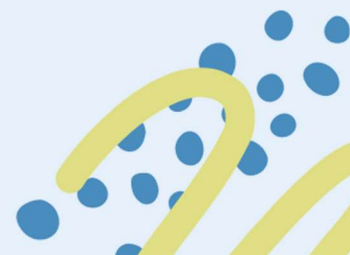
Myer-Briggs is the most widely known personality test and free version like the 16-personalities test are based on this

You may be asked questions such as...

'What makes a good team?'

'What do you enjoy about working in a team?'

'Describe your role in the most successful team project you've participated in.'





Confidence

How can you show an employer you have the confidence to do their job?

List 1 to 3 examples of time your confidence increased when you stepped out of your confidence zone

- 1.
- 2.
- 3.

Remember:

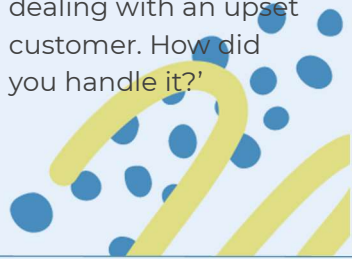
You don't need to be confident in everything. Just know the key skills the job needs & build confidence there.

You may be asked questions such as...

'How do you maintain confidence when dealing with challenging situations in the workplace?'

'Tell me about a time when you made a mistake at work. How did you handle it?'

'Share an experience where you had to remain calm and confident while dealing with an upset customer. How did you handle it?'



Time-management

What specific tools and tricks do you use to manage your time?

List 1 to 3 things

- 1.
- 2.
- 3.

Remember:


Improving your time-management skills can make a job much more enjoyable and help you get ahead. Aim to work "smart no hard".

You may be asked questions such as...

'Tell me about how you balance work and your personal life.'

'How would you prioritise the following tasks?'

'How do you handle interruptions or unexpected changes in your schedule?'





Star Stories

STAR stories are a structured way of answering behavioural interview questions by providing clear, concise examples of past experiences. The STAR method helps you to focus on delivering relevant answers that showcase your skills and abilities.

Here's what STAR stands for:

Situation: Set the scene by describing the context or background of the situation you were in.

Task: Explain the challenge or responsibility you were tasked with in that situation.

Action: Describe the specific actions you took to address the task or challenge.

Result: Share the outcome of your actions, ideally with quantifiable results (e.g., improved performance, saved time, solved a problem).

Example of a Star Story

Question: "Can you tell me about a time when you had to meet a tight deadline?"

Situation: "At my previous job, our team was given a last-minute request to complete a project report that was due by the end of the week."

Task: "I was responsible for gathering data from multiple departments and compiling it into a cohesive report."

Action: "I prioritised tasks, delegated parts of the work to team members, and coordinated

with other departments to get the necessary information quickly. I also set up a timeline for review and revisions."

Result: "We completed the report on time, and it was praised by senior management for its accuracy and clarity. It helped inform key decisions for a new product launch."

Using STAR stories allows you to demonstrate your problem-solving, teamwork, and leadership skills in a clear and compelling way

For your interview – think ahead about which stories would be best





My Star Stories

Think of a few stories you can talk about and write down some notes

SITUATION

TASK

ACTION

RESULT

More notes:





My Star Stories

Another story

SITUATION

TASK

ACTION

RESULT

More notes:





My Star Stories

Think of a few stories you can talk about and write down some notes

SITUATION

TASK

ACTION

RESULT

More notes:





My Star Stories

Think of a few stories you can talk about and write down some notes

SITUATION

TASK

ACTION

RESULT

More notes:





My Star Stories

Think of a few stories you can talk about and write down some notes

SITUATION

TASK

ACTION

RESULT

More notes:



Interview Checklists

1-2 Weeks Ahead

- ☐ Re-read the job description and your application
- ☐ Check the company's social media and website
- ☐ Think about questions you may be asked and practice your answers
- ☐ Plan your journey or if it's an online interview make sure your software is updated and make test call
- ☐ Plan what you will wear. Make sure it fits and you can get it clean and wrinkle-free in time

Checklist 1 - A week or two ahead

Get your head around this checklist as soon as you are offered an interview

Headspace

*Visualise success –
imagine yourself
answering the questions
confidently
and building rapport*

*Career goals – reflect on
how this role will help
you with your long-term
aspirations*

The Night Before

- ☐ Re-read the job description and your application
- ☐ Get your outfit ready – don't forget accessories and shoes. Have a plan for your make-up (if you use it) and hair
- ☐ Prepare your questions for the interviewer. These should show that you know about the company and are eager to start.
- ☐ Pack your bag – make sure you have a copy of your CV, your application and any notes or documents you need. If you smoke and will need a cigarette pack those.
- ☐ Double-check how to get there & how long it will take – Google Street View is a great way to work out exactly where you're going

Checklist 2 - the night before

You want to feel comfortable that you have everything you need, and you know where you are going

Headspace

*Relax and unwind – prepare early
then do something relaxing and
get a good night's sleep*

*Positive affirmations – as you
are drifting off to sleep tell
yourself you are qualified and
well prepared*

Interview Day

- ☐ Eat a balanced Breakfast or Lunch – avoid heavy or greasy foods and drink some water
- ☐ Bring your bag - Don't forget all the documents you packed the night before
- ☐ If you smoke – try to smoke as early as possible to reduce any smell when you go in
- ☐ Arrive Early – At least 15 minutes. It's a good idea to find a café nearby so you can arrive even earlier and pop to the toilet if you need. For online interviews log in at least 5 minutes early to make sure everything is working
- ☐ When you arrive – Be lovely to everybody, you never know whose opinion the interview panel will ask. Impressing the security guard could win you the role! Accept a glass of water if offered, in case your throat gets dry

Checklist 3 - on the day

Be prepared and allow plenty of time for everything

Headspace

If you are getting nervous before you go in – calm your breathing. Breathe in for 4 beats, hold for 4 beats and breathe out for 8 beats

Positive affirmations – repeat your positive affirmations and think through your questions

THAT'S ALL FOLKS!

HAPPY JOB HUNTING