



## Prepare your CV to get that Interview!

You have 10 seconds to grab the reader's attention with your CV.  
Follow our top tips to ensure your CV falls into the 'Yes' pile.

### CV Layout

- It is best practice to keep your CV to two pages
- Make sure you use the same font type and size throughout; double check for spelling mistakes and grammatical errors
- No need to include a personal photo, your date of birth or nationality
- Keep the use of colour to a minimum and don't include company logos

### Name & Contact Details

Include your full name, mobile phone number and email address. It's also a good idea to share your LinkedIn URL, if you have one.

### Professional Profile

Open with 3-4 lines that summarises your experience. Use this as an opportunity to describe why you are qualified for the advertised role.

### Education History

Your education should be at the start of your CV. Include all education and the titles of the courses you have attended as outlined below:

Degree Course University/Colleges	Year you graduated /will graduate
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Junior Cert /Leaving Cert School	Year you graduated /will graduate
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### Hobbies and Interests

Include your hobbies and interests outside of school/college. This gives the reader an insight into who you are as a person. You never know, you could have something in common!

### Don't underestimate your non-academic achievements

Ask yourself: what have I done that is unique; of my own accord; represents my transferable skills?

Look out for the key attributes required for a role and make sure your CV demonstrates these. For example, if you say you have an eye for detail, make sure you don't have spelling and grammar mistakes in your CV.

### Career History

Make sure this is in chronological order.

Start Date	Company Name Job Title
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- Don't list generic responsibilities taken from a job description
- Highlight accomplishments to sell your experience – what will you be remembered for?
- Try to quantify your achievements where possible.
- Have you come up with a better idea of how to get things done?
- Have you taken the lead on a project
  - trained in new team members?

# How to nail the job interview

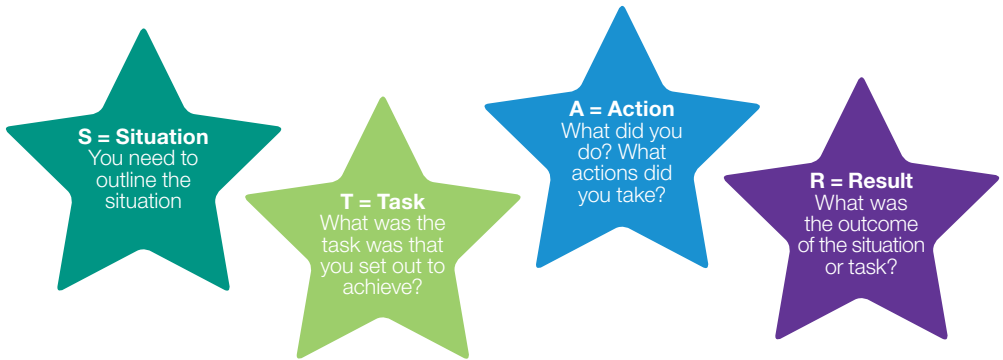
Many companies are conducting more competency style interviews where the interviewer is looking for examples of how you behave in particular situations.

## What is a Competency Based Interview?

A competency based interview is one in which specific questions are asked that are targeted at discovering whether you possess the relevant skills required to do the job well.

## STAR Method

A good way to structure your answer to these is to use the acronym STAR.



## Top 3 competency based questions asked at interview

- What is your biggest achievement to date?
- Give an example of a challenge you faced and how you overcame it?
- Describe a time you identified a new approach to a problem you encountered?

## Top 3 Interview Tips – Stand out from the crowd

### Ask good quality questions

The quality of your questions will show the interviewer how much thought you've given to the role itself. For example, you could share your industry observations and where you have questions, you could ask the interviewer for their thoughts.

### Three things you want the interviewer to know

Before the interview, make a note of the three things you want the interviewer to know about you. Hold yourself accountable during the interview and make sure you get these three things across through the examples you share.

### Your first 100 days

Most employers are looking for self-motivators and people who are resourceful. Think about your first 100 days in the role. What might you do to get up and running quickly? Who are your key stakeholders and who do you need to get to know quickly? Make sure to share the level of detail that you've thought through during the interview.