



HOUSING DIVERSITY NETWORK

CVs, APPLICATIONS & INTERVIEWS – TOP TIPS TO HELP YOU SUCCEED

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Today's session:

- **CV Practical Session**
- **CV writing & Applications**
- **Interviews**
- **Answer any questions**



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CV's & Applications

- **Advert**
- **Tailor, tailor, tailor**
- **Research**
- **Keep it concise**
- **Shop Window**
- **Statement vs Recipe**



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CV's & Applications

- Address the person specification
- My 8 Top Tips
- Print, step away and proof read
- Keep a copy!



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Interviews – top tips

- **Don't forget the basics!**
- **Be prepared**
 - **Do your research**
 - **Know your application**



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Interviews – top tips

- **Be prepared**
 - **Anticipate questions**
 - **STAR**
 - **Practice makes perfect**
- **Think body language**
- **Manage your nerves**



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Interviews – top tips

- Listen
- Be prepped for answering
- Asking questions
- Closing the interview
- Feedback



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Food for thought

- **Be hard on yourself**
- **How you would answer:**
 - **How have you improved your performance in last 12 months?**
 - **Tell me about a time when you took the lead on a difficult project**





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Thank you & Good Luck

- **Hand-outs**
 - **CV writing**
 - **Recommend: Interview booklet**
Amazon - The Only Interview Guide
you will ever need...! by Job Doctor
£11.95
- **Any questions?**