



Finding a New Role

Ideas to help you get started with your CV, cover letter and interview preparation

CONTENT

Writing a cover letter, creating your CV and undertaking an interview are can be a daunting prospect, particularly if it has been a while since you have applied for a new role. This overview is designed to help you prepare, reduce any anxiety you may experience and give you the confidence to put your best foot forward.

In this overview we will provide you with an understanding the key components of a Cover Letter and provide you with the tools you need to brainstorm the key information you wish to ensure is included in your CV.

In addition, it will help you think about the key achievements that you wish to highlight, understand why you want a particular job and showcase the skills you will bring to the role.

COVER LETTERS

Before you start writing your cover letter, make sure you have the following ready:

- A copy of the advertisement for the role
- Where possible, a copy of the job description
- Your current CV or notes about your previous roles, skills, experience and achievements

CV WRITING

- Understand what to include in your CV
- Identify your unique skills and attributes
- Write achievement statements which clearly highlight your professional contributions

INTERVIEW SKILLS

- Identify what you want to clearly articulate to an interviewer
- Understand your key skills, experience and achievements so you can talk to them confidently
- Understand the different types of questions that can be asked in an interview
- Practice how to best answer behaviourally based questions using the STAR technique
- Understanding body language
- Dealing with nerves

IDENTIFYING YOUR ACHIEVEMENTS

One of the most critical parts of the Cover Letter and CV writing process is spending time reflecting and work out what your Key Achievements have been in your last few roles, as this is what sets you apart from everyone else, even if you have all been in the same role.

When trying to decide what could be considered an achievement, take some time to think of the circumstances or context that may have led you to act and achieve any of the following results. These statements below are often expressed in achievement statements:

Improved productivity and teamwork	Improved quality
Improved employee relations	Exceeded established standards of performance
Created a new internal system	Planned a project from inception
Increased customer satisfaction	Delivered a project to plan
Increased sales/revenue	Improved efficiencies
Saved money	Established an administrative process
Increased profits	Designed a programme or system
Delivered on time and on budget	Exceeded the expectations of my manager

HOW CAN YOU IDENTIFY YOUR KEY ACHIEVEMENTS?

When thinking about your most recent two roles have you done any of the following?

- Achieved more with the same resources?
- Achieved the same with fewer resources?
- Taken the initiative to improve or develop a system?
- Introduced new procedures, systems, or efficiencies?
- Led the implementation of a new strategy or direction?
- Exceeded targets, forecasts, or budgets for revenue?
- Made significant cost savings through streamlining resources or reducing staff numbers?

READY TO DIVE IN? ASK YOURSELF THESE THREE QUESTIONS...

1. What are you most proud of achieving in your last two roles?
2. Why do you want this job?
3. What will you bring to this new role?

Now you are all set! All the best in writing your CV and cover letter, and preparing for your interview.