

CV WORKSHOP

JULIE SMITH



THE WORDS YOU USE MATTER



<https://youtu.be/hE75Gxmwo6w>

HOW TO GET THE JOB YOU WANT



“Luck is a matter of preparation meeting opportunity”

Oprah Winfrey



*“It wasn’t raining when
Noah built the ark”*

Howard Ruff



YOUR CV

- ◆ Be ready – keep it updated
- ◆ Tailor it to the role
- ◆ Public sector job applications
- ◆ Linked in profile
- ◆ Build a network and a library

“The only goal you can’t accomplish is the one you don’t go after!”

Vilis Ozols



HOW?

- ◆ Transferable skills
- ◆ Match experience to criteria with examples
- ◆ Strong personal statement
- ◆ Be different – get noticed

JOB APPLICATION OR CV





JOB APPLICATIONS

- Person Specification, Person Specification, Person Specification
- Competencies
- Make shortlisting easy with examples
- Visions and values

INTERVIEWS – SHINE LIKE A STAR

STAR Technique



Situation

Describe the event or situation that you were in.



(Prepare)

Listen to the question and think of an event.



Result

Close with the result of your efforts.



Task

Explain the task you had to complete.



Action

Describe the specific actions you took to complete the task.





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STAR

- Competency based questions
- Write them down
- Categorise them
- Practice them
- ‘Tell us about you’ – DISC Myers Briggs
- Skills, Management and Leadership style



AND FINALLY...

*“Judge a person by their questions
rather than their answers”*

Voltaire

OTHER RESOURCES



https://pc.tedcdn.com/talk/stream/2009X/Blank/SimonSinek_2009X-180k.mp4?dnt



<https://youtu.be/YA400nwQhLE>

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