

inspire,
inform,
empower

Toolkit

Steps

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Next

Sell Yourself

Applying for jobs is not the time to show modesty. You don't want to exaggerate or be untruthful, as you could find yourself being called out, but it's important that you don't miss the opportunity to highlight your key strengths.

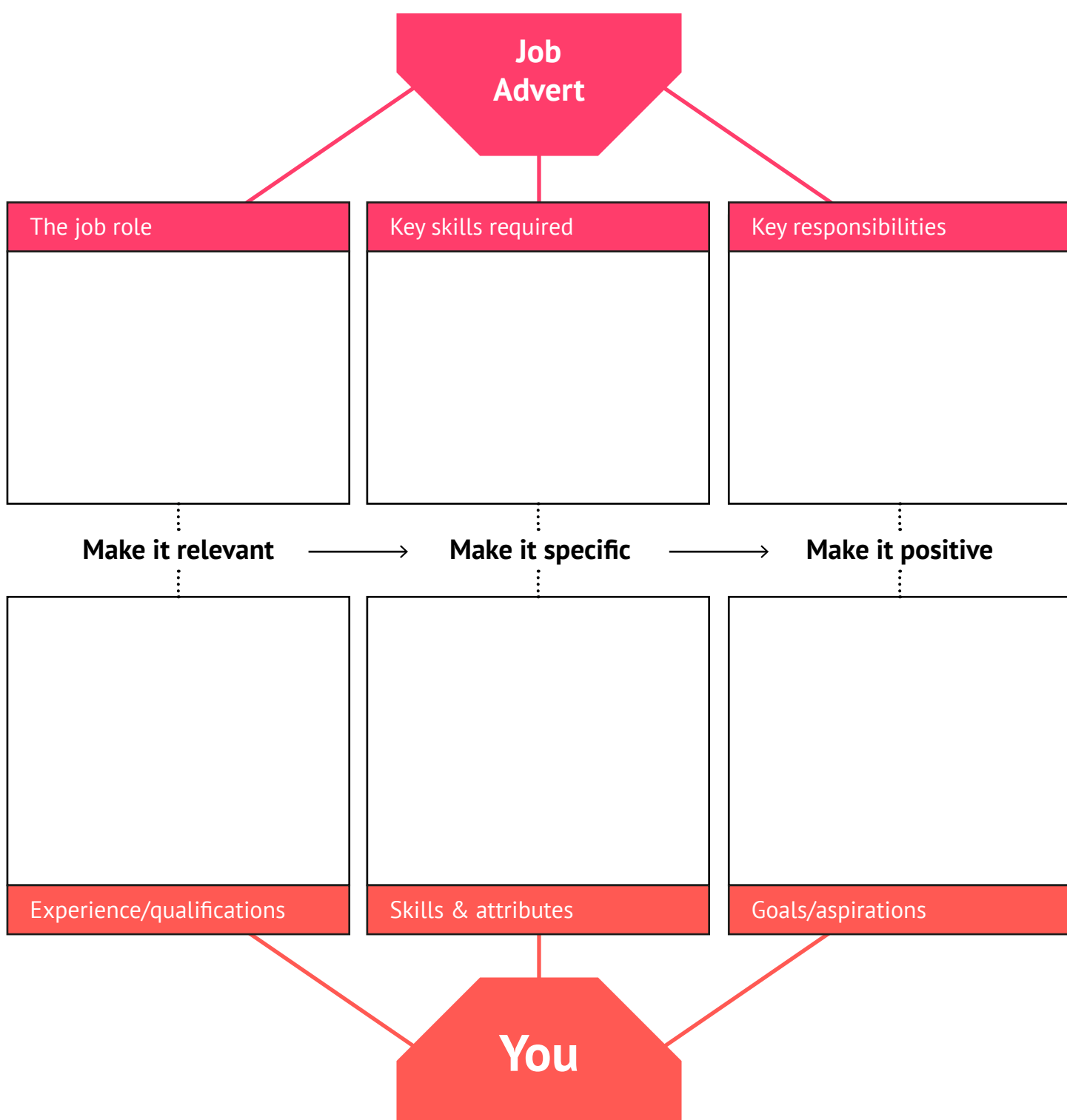
Highlighted below are some key steps to give you the best chance at both the application and interview stage.



This PDF is interactive, so that you can fill out digitally.

Make it Count

In a competitive market, employers will instantly need to see why you are a good fit for the role. A short, sharp **personal statement** is a great opportunity to quickly summarise why you are the perfect candidate for them.



CV Checklist

I've included...

Personal details

Personal profile

Work experience

Education & Qualifications

Skills & Interests

References

I've made sure it's...

Clearly laid out

Professionally presented

Spell checked

Proof read

Be a **STAR** Candidate

“Can you give us an example of a time when...”

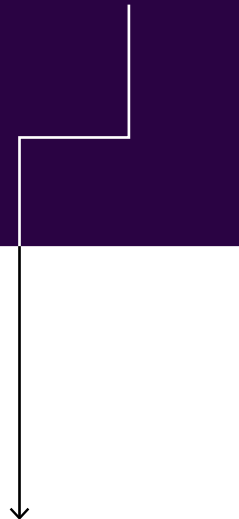
This sort of question comes up frequently in interviews and job applications. Following the STAR method is a great way to approach this, as it means you’re not just saying you’ve done something, you’re proving it.

Situation – What was the situation you faced?

Task – What tasks were involved?

Action – What actions did you take?

Results – What were the results?



Situation:	
Task:	
Action:	
Results:	

Situation:	
Task:	
Action:	
Results:	

Situation:	
Task:	
Action:	
Results:	



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