

Cv and interview tips

Interaction in a digital world

Expectations for this workshop?

- ✓ CV writing
 - Lay-out
 - Structure
- ✓ Sonru and virtual Interview



Preparation

Career development goals

DREAMS

- Desirable, Realistic, Exciting, Achievable, Measurable, Specific

Transferable competencies

Knowledge, skills, and behavioural competencies

Work, environment and/or situation based



CV - Layout

- Functional CV – Chronological CV – Academic CV → *Don't write about everything!*
- Don't write Curriculum Vitae on top
- Always send it in **PDF**, not Word (as it keeps the formatting locked)
- Highlight headings and key words by use of **bold** type
- Dates: tabulate in left-hand column
- Bullet points + action verbs
- Legible font, Arial or Times Roman
- Spell/grammar-check your resume. Peer review!
- Don't assume they know – make it easy for the reader, take out jargon and abbreviations



"I see by your résumé that you've got a big problem with formatting."

CV - Structure

- Personal & contact details
- Professional Experience
- Educational background
- Languages: grading
- IT & software skills
- *Picture?*
- *Activities & interests?*
- *References?*



CV - Structure

- Magic words: Preparation and tailoring
- Academia and industry differ. Also geographical differences
- Find the **keywords** of the job description you have, and put them in
- Leave no unaccounted-for time in your history
- Be factual. Add some figures of your achievements whenever possible
- Be consistent. Make sure your spelling, sentence structure, and usage are the same throughout your resume



"I realize that my resume has some gaps in it, but I think that's the word processor I used."

Interview (Sonru or virtual) - Preparation

Do

- ✓ Your homework and practice!
- ✓ Know your CV
- ✓ Think about your appearance, your body language, your environment, the technology used and your devices



❑ Prior to your video interview:

- Fully charge your device (laptop, phone etc.)
- Test / secure your internet connection.



❑ On the day of your video interview:

- Confirm that your webcam works properly. If you do not have a headset, be prepared to mute your microphone when you are not talking to avoid any noises.
- Use 'Gallery view' in Zoom in order to see everyone on the screen.

❑ Set up your interview place:

- Your surroundings can tell a lot about your personality so think about the background and keep it tidy.
- Please choose a place with enough light to make sure that the image is clear.
- There should be no interruptions while you are live.



TECHNOLOGY: ZOOM online tool

ENVIRONMENT

APPEARANCE

BODY LANGUAGE

VERBAL



❑ Dress appropriately:

- Treat video interviews the same as face-to-face interviews; try to look professional without overdoing it!
- Dress code should be casual smart and comfortable!

❑ Set a positive body language:

- When talking, maintain the interviewers' full attention - do this through expressive nonverbal actions such as hand gestures and smiling.



❑ Control your voice:

- Make sure your voice is clear and speak at a constant and good speed.
- Throughout the interview, you should be conscious of time, don't waffle and don't rush your replies!



Interview

Typical questions

- Introduce yourself
- Questions on your CV
- Your motivation
- Questions on competencies (**STARD**):

Situation Task Action Result Different

- ❖ Soft skills (teamwork, communication, flexibility, etc.),
technical skills & language skills, ...



Interview

Do

- Establish the “next step”
- End on a positive note
- Ask questions! E.g. How does a typical day at work look?



Additional Resources

- List of powerful action verbs to add in your Resume
- Your Job Application Checklist - actions to be done before submitting your application
- Unsure of how «professional» your picture is? Check here Picture analyzer - LinkedIn

