

CV and Interview Skills

B Sheils, February 2026

Writing a CV

1

Golden rule: Don't use AI to write your CV for you
•Why is it not a good idea

2

Keep your CV short – no more than 2 pages

3

Keep details factual

4

Think about your skills; solving puzzles, crosswords, activities

5

Read through your CV before you send it

Joe Bloggs

Phone Number / Email

PROFILE (This sections highlights your key skills and experience)

Option:

- I am seeking opportunities that can enhance my skills. Experience in ...dog walking.... Public speaking...leading groups.....
- I am seeking an opportunity to grow my skills,
- My skills include attention to detail; discipline; public speaking; organization skills...

EMPLOYMENT HISTORY

Sept 2024 – Present

Dog Walker: Animal Rescue Centre.... Xxx town

Duties:

Ensuring dogs are walked daily;

Cleaning dogs' living space

Working with rescue team to ensure dogs have enough stimulation and balancing play time with walking and rest

Key Achievement:

Achieving my goal of dog walking/care for those assigned to me in the timeframe expected.

Education:

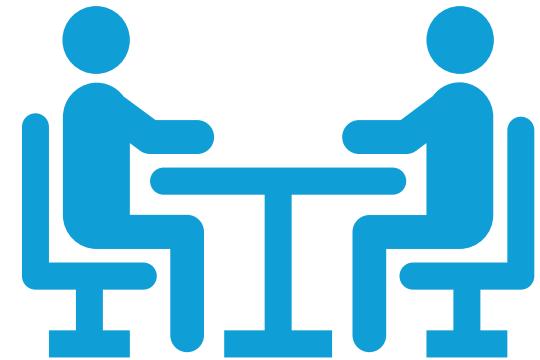
Date/Year: Most senior school achievement

Hobbies:

Dog Walking, Reading, puzzles, traveling, involved in PWSAI events/coordination

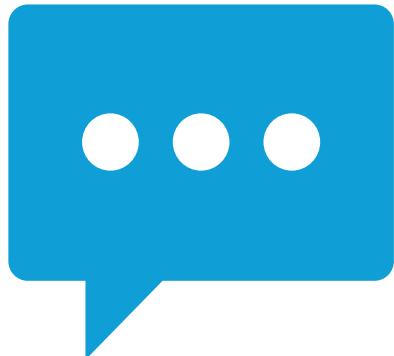
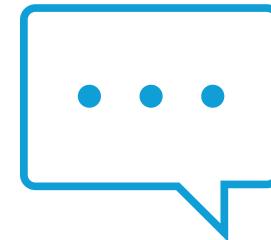
Interview Skills - 1

- Prepare in advance, ask someone to help with questions and answers
- Know your CV
- Research the company/people interviewing
 - Research their website / LinkedIn
 - Ask questions of others' who know the company
- Arrive on time, if not a few minutes early
- Use breathing techniques if you are nervous going in to an interview
 - Example: box breathing inhaling, holding, exhaling, and holding again (4x4)



Interview Skills - 2

- Take your time when answering
- Your experience is yours to tell, keep language simple
- If you can't think of an answer, ask if you can come back to it
- At the end, thank the interviewer for taking time to see you, tell them you are really interested in the company/job



STAR technique: Situation, Task, Action, Result

- Tell me about a time when you demonstrated strong organisation skills?
 - **Example Answer** (be specific):
 - I was asked to arrange a social event as part of SUAS advocacy group (**Situation**)
 - I needed to find a date, arrange both breaks and lunch that was PWS friendly, get colleagues involved (**Task**)
 - I asked other members of the SUAS social committee to help me; they all took different actions; I sent out an association wide email explaining the event and cause; Admin helped me with branding and signs; the SUAS members briefed their families and contacts and arranged a QR code for fundraising; (**Action**)
 - We held a successful event in April that was attended by thirty adults. Feedback was very positive and I have been asked to arrange another event in September (**Result**)

Interview Questions

- Open question: longer answer or **STAR** technique to demonstrate skills
- Closed question: yes or no answer (often used to clarify a point)

Questions?

- Why are you interested in this job/company
- Tell us about your relevant experience (focus on relevant)
- Demonstrate how you have used your initiative
- Tell us about a time you didn't meet your goal?
 - What did you learn from that?
- Give an example of a time you dealt with a difficult customer and how did you handle it? (STAR)

Questions?

- THANK YOU FOR YOUR TIME!