

CVs, Interviews and Cover Letters

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Getting Jobs:

- If you want the job, apply!
- Cover letter: Not that important. Keep it short and point to your CV and Selection Criteria.

Some basics:

- Be yourself
- Stick to the facts – do not make stuff up, you will be found out.
- Be informed about your potential new employer.
- Know your own stuff really well.

CV:

- Short and informative is better
- Facts, facts, facts.
- Highlight your strengths
- Don't list everything on Earth.
 - Have an "everything CV" but pick and choose from it.
 - Choose stuff most relevant to the job.
 - Delete everything that is irrelevant – you don't want to look desperate.

Interview:

- Know your own stuff well and be prepared to explain it in 3 minutes.
- Know why you want to job.
- Know your future employer.
- Work with examples.
- Expect questions around the selection criteria.
- Standard questions...
 - Teamwork.
 - Communications: papers, talks, media.
 - Social Justice and equal opportunity.
- Have some idea about the area you are applying for, but no one expects you to know it all.
- Be honest – don't make stuff up!