

Successful applications and winning interviews

Outcomes

After attending this workshop, participants will be able to:

- ✓ **Effectively research advertised positions**
- ✓ **Create an eye-catching resume**
- ✓ **Write a compelling cover letter**
- ✓ **Prepare effectively for interviews and manage their nerves**
- ✓ **Respond well to behavioural interview questions**
- ✓ **Anticipate and handle difficult interview questions**
- ✓ **Sell themselves confidently in an interview**

Content

Researching the position

The written application

The resume

Addressing key competencies

Creating an eye-catching application

Preparing for an interview

Ensuring a polished performance

Handling difficult questions

Managing nerves

Referees and post selection feedback

Action planning

Please note that this is an example only. All our workshops and courses are customised to meet your specific needs.