



## **TIP SHEET**

# **FROM GREAT TO EXCELLENT**

Out of the hundreds of resumes, the Interviewer picked YOURS! Fantastic work, well done! You are one of the few who has been invited to interview. Now prepare for a conversation during which you sell your unique experiences and skills.

Up until this point, you have only had the opportunity to showcase a flat version of yourself; experiences and qualifications on your resume that serve the purpose of opening interview doors. But once you're in the interview, it's time to come alive and showcase a well-rounded, confident professional. It's time to demonstrate your personality, build relationships and show how special you truly are.

**REMEMBER:** If you want to get hired, you need to sell yourself. That is, you need to learn how to have a great conversation where you can communicate your achievements and strengths.

### **Why is it Important to Demonstrate More than Your Work Experience and Academic Credentials?**

Imagine walking into a car dealership and purchasing a car just by looking at the specification. You get it home and you realize that it doesn't drive smoothly enough or the trunk is too small for your needs.

Ideally, what you would do is go into the dealership, ask the salesperson to show you around a few models and take a few for test drives. You then can be confident that the car you choose is the right one for you. The same can be said for interviews. Interviewers have seen your resume and are now taking you for a test drive. They want to see how you perform and understand more than your "specification" or resume. They will do this by getting to know you beyond the resume.



## FROM GREAT TO EXCELLENT

### What Makes You YOU?

Spend some time thinking about the things that make you, YOU. Perhaps a beneficial jumping-off point is to consider the word “how.” The employer already knows your work experience and academic achievements from your resume, but how did you do those things? What was special about the way you did them as compared to everyone else? And even life outside of work: How do you think about things? How do you make decisions? How do you form relationships? How do you persevere in hard times?

All of these questions lead to you recognizing what your POWER SKILLS are. The skills that are more than your resume, qualifications, and your grades. These are your points of difference which you have honed over the years and make you the best candidate for the job.

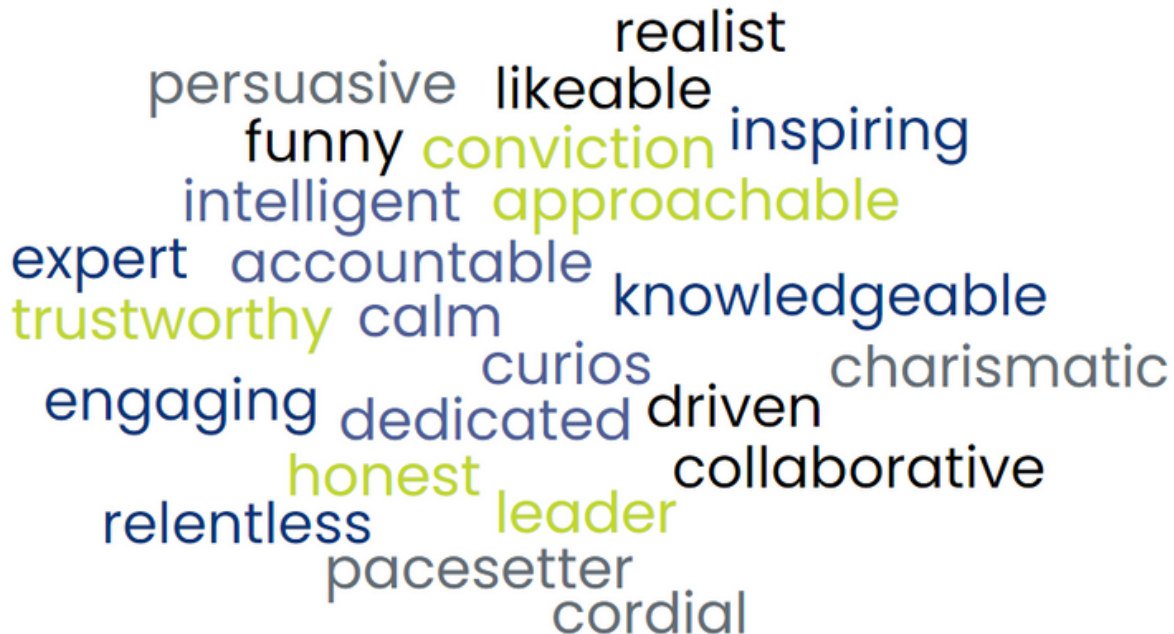
Think about how you can demonstrate that you are special enough to be the best candidate to fill the position by identifying and sharing your power skills. Choose words that demonstrate your passions, your work ethic, your knowledge, and your values.





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Activity: Look at the word cloud below for inspiration and circle up to five of your personal power skills.



### Finding out more about YOU

Remember that interviewers want to find out more about you by asking questions which do not directly relate to your qualification or experiences. These might include:

1. What are you passionate about?
2. What makes you unique?
3. What makes you the best candidate for the job?
4. How do you handle failure?

When you answer these questions:

- Know what it is that you bring to the position that nobody else can.
- Speak with confidence.
- Ensure that your power skills link to the job description, culture and values of the company.
- Remind yourself of why you applied for the position, what attracted you to it, and why you thought you would be able to carry out the role better than anyone else.