



IRELAND'S NOT-FOR-PROFIT GRADUATE PROGRAMME

Applying to For Purpose?

7 Top Tips for Applicants



1 The CV



- **Considers the audience**
- **Clear and concise**
- **Up-to-date & accurate**
- **Written specifically for the role**
- **Uses the same font throughout**
- **Max 2 pages**



- **Sent without proof reading**
- **Too long**
- **Inconsistencies throughout CV**
- **One sizes fits all layout**
- **Poor format**

2 CV Checklist



Name & contact details



Education



Work Experience



Voluntary Experience



Interests



3 The Cover Letter



- 1 page
- Structured
- Provides a clear reason for the application
- Provides correct information consistent with CV
- Too long
- One big paragraph
- Does not refer to organisation or role
- Avoid being too formal

4 Cover Letter Checklist



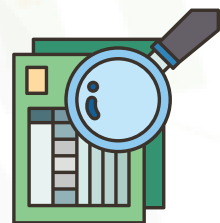
Introduce yourself



Explain why you are applying



Describe what you can bring to the role



Refer to relevant experience



Sign off



5 Success in a zoom interview



- Provide clear examples of work you've completed
- Provide context with your examples
- Provide what you've learned from your experiences
- Quiet environment



- Be inattentive or distracted
- Provide undeveloped answers
- Answer the questions fully
- not using the opportunity to fully flesh out your skills/ experience
- Assume that the interview knows the context of your experience

6 Answering interview questions



STAR MODEL

This helps to effectively communicate your skills.

We would recommend noting our STAR examples beforehand, which you can then draw on in the interview.

SITUATION

Introduce the situation to set the scene & provide context

TASK

Describe the task – what needed to be done & why?

ACTION

Explain the action you took

RESULT

Describe the result in terms of benefits realised

7 How to impress a potential employer

- Motivation
- Growth mindset
- Commitment to the role
- Authenticity
- Varied skillset
- Visible interest in org

