



# A QIB Quick Guide to writing a winning resume & preparing for interviews

1

## Writing a Winning Resume

**Your resume is your first impression—make it count! Follow these simple tips as your guide to success:**

- ✓ **Contact Information** – Name, phone number, email, LinkedIn profile (if applicable).
- ✓ **Professional Summary** – A short paragraph highlighting your skills, experience, and career goals.
- ✓ **Education** – School, degree, expected graduation date.
- ✓ **Work Experience** – List jobs, internships, or volunteer work with achievements and responsibilities. Pro tip - Make sure to list these jobs in reverse chronological order so that your current role is listed first.
- ✓ **Skills** – list your technical and soft skills relevant to the job.

## Top Resume Tips

- ✓ Use action words like "developed," "led," "achieved," and "organised."
- ✓ Keep your resume well formatted and only one to two pages. Places like Canva have free templates accessible to help get your resume started.
- ✓ Proofread! Checking for Spelling and grammar mistakes is crucial to displaying high attention to detail
- ✓ The key to writing a good cover letter is to address the company you're applying for directly. Work the companies' cultures and values in to stand out.

## Acing the Interview

**Confidence and preparation are key! Here's how to impress your interviewer:**

- ◆ Research the Company – Know their mission, values, and recent news.
- ◆ When you receive a confirmation of your interview, be sure to respond and thank the company/interviewer for the opportunity
- ◆ Practice Common Questions – Prepare answers for "Tell me about yourself" and "What are your strengths and weaknesses?" and different situational questions.
- ◆ Prepare Your Own Questions – Ask about the company culture, growth opportunities, or team dynamics.
- ◆ Dress Professionally – Even for virtual interviews, looking the part helps!

## During the Interview

- 🗣️ Communicate Clearly – Speak confidently and at a steady pace.
- 🤝 Use the STAR Method – familiarise yourself with the STAR method for answering situational questions. Structure answers to behavioural questions using Situation, Task, Action, Result.
- 💡 Stay Positive – Show enthusiasm and highlight your achievements whilst recognising there is always room for continuous improvement.
- 📌 Watch Your Body Language – Maintain good posture, eye contact, and a friendly demeanour.

## After the Interview

- ✉️ Send a Thank-You Email – Express your thanks for their time and reiterate your interest in the role.

## Final Reminder - Remain open to learning and new opportunities!

Career success is a journey. Keep improving your skills, seeking mentorship, and gaining experience where you can. Remain open to learning and continuous growth throughout, every opportunity is a chance to grow.