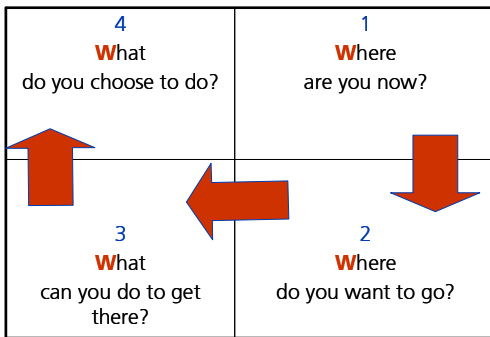


How to Ace an Interview and Write an Outstanding CV

*Please note that below tips are based on my own personal experience,
and not a ticket to success in the P&G Recruiting Process or an official P&G document*

UNDERSTAND YOUR CAREER OPTIONS

- Searching for Jobs is a JOB IN ITSELF
- First of all, find out what you REALLY want



*BALANCE WHAT YOU ARE GOOD AT WITH
WHAT YOU WANT FROM A CAREER*

CV

Keep It SIMPLE

- Think through the structure
- Put the right information in the right place
- Highlight what is important
- 5-year-old test...

Be SPECIFIC

- Give examples of your achievements
- Be specific
- Be clear in your explanation...and short

Be CHOICEFUL

- Do NOT include everything in your CV

Be DETAIL FOCUSED

- Check formatting
- Check that dates "tie"
- Let someone else have a look at it!!

COVER LETTER

10 DOs

- 1) Make it short. Max 1 page.
- 2) Make it personal – for you and them.
- 3) Highlight your strongest selling points
- 4) Be specific)
- 5) Get to the point.
- 6) Show off your company knowledge.
- 7) Give them what they want.
- 8) Demonstrate, don't just tell.
- 9) Promise to take action.
- 10) Read and read again.

5 DON'Ts

- repeat your resume
- mention work experience not in your resume
- try to joke
- say that you are unsure/ not qualified
- include typos, formatting mistakes

A Good Format

- 1) YOU
- 2) ME
- 3) US

INTERVIEW

Before the Interview

- 1) Know Yourself – make an inventory of past experiences
- 2) Know the Company
- 3) Know Us
 - Review the material you have submitted
 - Who are you meeting (name, title, job)
 - Address (go there in advance)
 - Length /Number of interviews
 - Prepare

- a list of questions to the interviewer
- your five success stories

During the Interview

- Have a good night's sleep
- Bring address, interviewer names, note book, mints, calendar
- Have lead time before and after the interview
- Be punctual & dress appropriately
- Watch your body language
- Make it easy for the interviewer to assess you
- Never make up stories
- Ask questions

When answering:

- Be specific (respond on what you are asked)
- Keep your answers brief
- Include concrete evidence & data
- Put yourself on their team
- Maintain a conversational flow

Get your energy up – be yourself – ENJOY!

After the Interview

- Ask questions
- Reflect on you performance
- Follow up
- Be available
- Keep an interview journal