

Resumes, Interviews, Cover Letters – The Callings Way

Career to Calling offers practical advice on resumes and interviews in Step 6. Here is some more tips and tricks.

Resume Checklist:

1. Have I prepared a resume that demonstrates my achievements and the work I have undertaken?
2. Have I researched all available written, anecdotal and online information about the organisation and their mission, purpose, culture and values?
3. Am I able to speak to people close to the position and find out the names and background of the interviewer/panel?
4. Have I identified examples of achievements (remembering those that demonstrate purpose and passion) in my past positions, to match each criterion/competency of the role requirements?
5. Have I practised structuring/scripting answers for a behavioural and values-based interview format? (refer to the STAR framework that follows)
6. Have I prepared questions to ask the interviewer/panel about the organisation, division, team or position? Have I prepared questions about their purpose and mission?



STAR framework

SITUATION or context (give facts/figures where needed)

TASK you were assigned

ACTIONS what you did, how you did it, why you did it

RESULTS what you achieved

exercise

HOW TO BRAINSTORM AN 'ACHIEVEMENT' BEFORE STRUCTURING A STAR RESPONSE

- **Challenge or issue:**
- **Actions I took:**
- **What I achieved/contributed to the result/team/organisation?**

Tips for writing a callings-style resume

1. Research position/s, and their desired resume format (e.g. just a 1 page executive summary or 2-4 pages for a full resume).
2. Select section heading for each resume
 - Personal contact details
 - Career objectives or summary statement (emphasise purpose-driven motivation)
 - Competencies
 - Education and qualifications
 - Personal strengths (incorporate values)
 - Key achievements
 - Career history – responsibilities and achievements
 - Professional development activities
 - Professional affiliations
3. Draft resume/s content (allow more time than you think you will need!) and covering letter/s. Ensure you have positive action words and have included facts and figures to demonstrate your competencies and achievements.
4. Allow an 'incubation' time to feel comfortable with what you have written.
5. Revise draft (structure, content, language, style).
6. Ask trusted colleagues/mentors to review and suggest improvements.

Tips for writing a callings-style cover letter

1. Write a tailor-made letter (or email) for EACH role you apply for
2. Reflect upon the potential impact upon the recipient
3. Contemplate the elements of BRAVER (refer *Career to Calling*) – include!
4. Highlight experience that may be relevant for the role.
5. Open with a couple of sentences that mentions the role that you are applying for, why it interests you as well as your passion for the work you do.
6. End with strong statement about your enthusiasm for their organisational purpose, how it aligns with yours and that you would ‘love’ (or less emotive word) to bring your abilities and experience to the position.