

## How to talk through your CV – script template

Being able to talk through your cv in an informed, concise and positive way will give you the opportunity to highlight anything in your cv you are most proud or any previous experience you have that matches their job description. It shouldn't last more than 5 minutes.

Prepare this as a script with one or two sentences for each section max. Your interviewer can always stop you if they want to delve deeper.

Practice this until you can do it naturally and with enthusiasm

Job 1 (Company name and Sector)	
<p>Why did I take this job?</p> <p>What excited you about this role? Was it the company, the people, the industry, the chance to learn new things or just the thrill of your first job and having money in your pocket!</p>	
<p>What was your role?</p> <p>If you were promoted whilst you were there, then say "I started as.... and by the time I left I was...."</p>	
<p>What was your biggest achievement?</p> <p>How did it benefit you, your team or the company?</p> <p>Make sure its featured on your cv</p>	
<p>What did you learn while you were there?</p> <p>What new skills, abilities and life lessons did you pick up?</p>	

<p>Job 2 (Company name and Sector)</p>	
<p>Why did I take this job?</p> <p>What excited you about this role? Was it the company, the people, the industry, the chance to learn new things or just the thrill of your first job and having money in your pocket!</p>	
<p>What was your role?</p> <p>If you were promoted whilst you were there, then say "I started as.... and by the time I left I was...."</p>	
<p>What was your biggest achievement?</p> <p>How did it benefit you, your team or the company?</p> <p>Make sure its featured on your cv</p>	
<p>What did you learn while you were there?</p> <p>What new skills, abilities and life lessons did you pick up?</p>	

<p>Job 3 (Company name and Sector)</p>	
<p>Why did I take this job?</p> <p>What excited you about this role? Was it the company, the people, the industry, the chance to learn new things or just the thrill of your first job and having money in your pocket!</p>	
<p>What was your role?</p> <p>If you were promoted whilst you were there, then say "I started as.... and by the time I left I was...."</p>	
<p>What was your biggest achievement?</p> <p>How did it benefit you, your team or the company?</p> <p>Make sure its featured on your cv</p>	
<p>What did you learn while you were there?</p> <p>What new skills, abilities and life lessons did you pick up?</p>	