

CV, Interview & Career Readiness

SWITCH RECRUIT

Switching up the Future of Hiring

SAPICS - YPS Conference
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What This Session Covers



CV: Getting noticed and standing out



Interviews: Getting hired and staying hired



Career readiness: Staying employable and promotion-worthy in your job

Key Reality Check

Your CV gets you
the interview

Your interview gets
you the job

Your attitude keeps
you employed

What Employers Look For



ATTITUDE AND
WILLINGNESS TO
LEARN



COMMUNICATION
SKILLS



RELIABILITY AND
PROFESSIONALISM



PROBLEM-SOLVING
ABILITY

CV Structure



Personal details



Short profile



Education



Experience



Skills



References

Strong Profile Example



Be specific and
focused



Mention qualification
and strengths



Align to your career
direction

Experience Without Experience



Include part-time jobs



Internships and vacation work



Group projects and volunteering



Transferable skills matter

Achievements vs Duties

Don't

Don't only list tasks

Show

Show impact and results

Use

Use numbers and examples where possible

Common CV Mistakes

- Spelling and grammar errors
- Too much irrelevant info
- No contact information
- Long paragraphs
- Generic CV for every job
- No dates mentioned
- No company names mentioned
- No keywords listed
- No highlights of relevant coursework/projects
- No achievements listed



Tailoring Your CV

Match

Match the job description

Use

Use relevant keywords

Highlight

Highlight relevant skills and coursework

Getting the Interview

- Apply on LinkedIn
- Apply on job portals
- Use recruitment agencies
- Network where possible
- Reach out to contacts in the industry
- Reach out to relevant contacts who are posting job adverts
- Use facebook and whatsapp groups
- Beware of scams

Applying Smartly



QUALITY OVER
QUANTITY



TARGET ROLES
ALIGNED TO YOUR
SKILLS



PREPARE EACH
APPLICATION

LinkedIn Basics



Professional
photo



Clear headline



Profile matches
your CV

Email Etiquette



Professional
subject line



Short and clear
message



Attach documents
correctly

What Interviews Test



COMMUNICATION



CONFIDENCE



CULTURAL FIT



PROBLEM-SOLVING

Common Interview Questions

Tell me about yourself

Strengths and weaknesses

Why this role?

Why this company?

Where do you see yourself in 5 years?

Give me examples of X

What was the main takeaway from your degree?

Prepare structured questions beforehand.

Interview Behaviour

Be on time

Dress appropriately

Positive body language

Listen and don't interrupt

Questions to Ask Employers



What does success look like in this role?



What growth opportunities exist in your company?



What training is provided?



What gaps have you experienced in this role?

Career Readiness Mindset



BE
PROACTIVE



FOLLOW UP



ACCEPT
FEEDBACK



BE
CONSISTENT

What Will Hold You Back

- Entitlement
- Poor communication
- Lack of effort
- Being passive
- Being unprepared
- Being disorganised

Final Advice



Your first job is a
stepping stone



Be prepared, not
perfect



Take action
immediately

Thank You



Questions?



Good luck with
your career
journey