

## Get that job!

We want to see you succeed. These tips and tricks will help you write a stand-out application and get prepped for your interview!

### What makes a job application great?

#### A memorable resume and cover letter

Your resume and cover letter are your first impressions. Your cover letter is your chance to explain why you're worth that interview and your resume shows them the facts. When writing both, remember to:

- Use clear, concise language – avoid jargon or complicated words.
- Choose simple fonts and layouts – consider a modern, standard font that's easy to read and avoid using cluttered or complicated layouts with headers, footers, tables or other elements that may not look right when viewed on different screens.

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#### **Make your resume stand out**

- Ensure it is current and lists only your most recent work experience and qualifications (think about relevant experience, and keep it to around the last five years). Include:
  - The type of work you've done in the past, what organisations you've worked for, the period you were employed, and a summary of your responsibilities.
  - Any relevant courses you've studied.
- Keep it succinct, aim for 1-3 pages.

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#### **Make your cover letter count**

- Highlight your relevant skills and experience, and connect them to the position description.
- Use the same words/language as included in the selection criteria to clearly show how you're a great match for the role.

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### Research

Understand the job you're applying for; learn about the role and the organisation you want to work with. Remember:

- Always read the job advertisement and position description carefully to understand the job requirements.
- Call or email the contact person if you need to clarify or would like to discuss the role in detail – chances are they'll remember your name when you apply!
- Search LinkedIn to see how other people in similar roles are selling themselves – what skills do they have? What language are they using?

## You did it! It's interview time!

You've sold yourself on paper, now's your time to shine in person – follow these tips:

- Put yourself in the role. Thanks to the research you did earlier, use your understanding of the role and competencies to anticipate the types of challenges you may come across in the position, the key priorities for the role and the areas that the panel might focus on during the interview.
- Be prepared for scenario-based questions, designed to demonstrate how you react to particular situations. A good approach when answering these questions is to use the 'STAR' technique:
  - **Situation** – describe the context around the situation or challenge you faced
  - **Task** – describe your responsibility or role in the situation or challenge
  - **Action** – explain how you handled the situation or overcame the challenge
  - **Result** – describe the outcome reached through your actions
- Ask questions at the end of the interview to help you gain a deeper understanding of the role you're applying for. This demonstrates you're enthusiastic and have done your research.
- There's no such thing as 'standard interview questions', but it's still good to be prepared! Some sample interview questions we may ask are:
  - Can you tell us what interests you about this role and working with Marathon Health?
  - What relevant experience and skills can you bring to the role?
  - Can you give us an example of a complex individual you have worked with? Describe your role in the client journey.
  - What do you do to manage your time effectively and can you provide examples on how you demonstrate this?
  - What skills do you think are important in developing and maintaining good working relationships and effective partnerships?
  - What areas within your discipline are you most keen to explore and develop. Are there any 'passion projects' you'd like to work on in the future?
  - Please choose one of Marathon Health's ICARE values and tell us why it resonates with you.
- Most importantly, and yes, it's clichéd, **be yourself**. There are a lot of others with the same education as you – we want to know who you are and what you'd be like to work with, so show us!

**Finally, as a new graduate, you're at the beginning of your career journey and there are plenty of opportunities ahead of you. We wish you every success!**