



10 Tips for a Successful Resume · Cover Letter · Interview

Core Competences for International & European Careers

1 Be unforgettable

Identify the key message recruiters should remember about you.

2 Do your homework

Research the job market and understand the organisation.

3 Be honest

Present your skills and experience authentically.

4 Be prepared

Keep your resume updated and structured.

5 Be selective

Highlight relevant skills instead of listing everything.

6 Design your elevator speech

Prepare a concise explanation of who you are and what you offer.

7 Know your future employer

Demonstrate knowledge of the organisation and its priorities.

8 Anticipate questions

Prepare structured answers to common interview questions.

9 Follow up

Ask thoughtful questions and show interest.

10 Stay professional

Communicate clearly and maintain a constructive tone.