PRACTICAL EBOOK AND WORKBOOK

Career Interview Preparation

Research the role, build a bank of strong STAR stories, answer the questions that matter and follow up like a professional.

SAMPLE

Digital Bundle House

Edition 1.0 · 2026 · Guide + workbook

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How to use this book

Preparation is the one part of an interview you fully control. This book makes it systematic.

Good interviews rarely come from memorised scripts. They come from knowing the role, having concrete examples ready and practising saying them out loud. Work through this book once in full, then reuse the worksheets for each new application. Most people need about three to five hours of preparation for an important interview.

A preparation timeline

When	Do this	Worksheets
As soon as you are invited	Decode the job description; research the employer	1, 2
3 to 5 days before	Build or update your STAR story bank	3
2 to 3 days before	Practise answers aloud; record yourself once	4
The day before	Prepare questions, logistics and clothes	5, 6
Within 24 hours after	Send thank-you notes; complete your debrief	7

> **A note on honesty**
>
> Every technique in this book is about presenting your real experience clearly. Never invent experience or results. Interviewers often ask follow-up questions, and reference and background checks are common.

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CHAPTER 1

Decode the job description

The job advert is the employer telling you what they will ask about.

Print or copy the job description and mark it up. Most adverts contain three kinds of information: the responsibilities of the role, the requirements (often split into essential and desirable) and clues about the culture. Your goal is to predict what the interviewers want to hear evidence of.

Step by step

1. Highlight every skill, tool, qualification or behaviour mentioned.
2. Group them into four to six themes (for example: stakeholder communication, data analysis, project delivery, leadership).
3. Note which are repeated or listed first; these are usually priorities.
4. For each theme, write one or two examples from your experience that prove it.
5. Mark any gaps honestly, and plan how you will address them (related experience, learning in progress).

> **Example: decoding a Marketing Coordinator advert**
>
> The advert mentions "manage social media calendar" twice, "coordinate with sales and design teams", "report on campaign performance using analytics tools" and "attention to detail". Jordan groups these into four themes: content planning, cross-team coordination, reporting and accuracy. Jordan has strong examples for three and plans to discuss an analytics course to address the fourth.

Reading between the lines

Phrase in the advert	What it may suggest	Prepare an example of
"Fast-paced environment"	Shifting priorities, tight deadlines	Managing competing deadlines
"Self-starter"	Limited supervision	Taking initiative without being asked
"Wear many hats"	Small team, broad role	Learning something new quickly
"Excellent stakeholder management"	Senior or demanding colleagues	Handling disagreement diplomatically

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WORKSHEET 1

Job description decoder

Group the advert's requirements into themes, rate your evidence and plan how to cover gaps.

Requirement / theme	Essential or desirable	My best evidence	Strength 1-5

Gaps and how I will address them honestly:

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