

HOW IS YOUR PREVIOUS EXPERIENCE RELEVANT TO THIS ROLE?




THIS IS WHAT I WILL COVER

- What the interviewer wants to hear from your answer!
- The **4 things** you must include in your answer.
- 6 example **scripted answers** you can use for all job roles to inspire your own winning answers!

**What does the interviewer
want to hear from your
answer to the question...**

**“How Is Your Previous Experience
Relevant To This Role?”**

A woman with long brown hair is smiling broadly, looking towards a man whose back is to the camera. They appear to be in a professional office environment with a plant in the background.

They want to hear that you have what it takes to come into the role and make an immediate impact!

If they must spend weeks training you up and supervising you, you are less likely to get hired!

A close-up shot of two people in business attire shaking hands, signifying a successful agreement or hire.

The **4 things** you must
include in your answer.

**“How Is Your Previous Experience
Relevant To This Role?”**

#1 – Tell the interviewer your **EXPERIENCE is a match for the job description!**

If the interviewer is aware that you have studied the job description, it tells them you are serious about the role, and you have taken steps to prepare for the position.



#2 – Tell them your experience has made you “commercially-aware.”

Being commercially-aware means that you understand how a business is run.



“BEING COMMERCIALY-AWARE”



**If you do your job properly.
(Being organized + prepared.)**



You provide excellent customer service.



Customers will spend more money.



Their business will SUCCEED!

#3 – Tell the interviewer your experience includes the following 4 areas:

- **Effective communication;**
- **Teamworking;**
- **Problem-solving;**
- **Working under pressure.**



#4 – Tell the interviewer your experience means they won't have to spend time supervising you!

“My experience means I can be left alone to do everything you need me to do, on time, and to the right standard.”



SAMPLE ANSWERS: HOW IS YOUR PREVIOUS EXPERIENCE RELEVANT?

- **Answer suitable for all job roles.**
- Answer suitable for Freshers and those with no work experience!
- **Answer suitable for Administrative Assistants and Receptionists.**
- Answer suitable for Managers and Team Leaders.
- **Answers suitable for Sales roles.**
- Answer suitable for Healthcare roles.

SAMPLE ANSWER...

“How Is Your Previous Experience Relevant To This Role?”

ANSWER SUITABLE FOR ALL JOB ROLES...

“How is your previous experience relevant?” (ALL ROLES)

“I have studied the job description for this position, and I have the necessary experience to quickly perform to a high standard.

Whilst working for company XYZ in a previous role, I regularly worked on challenging tasks and projects that needed to be completed quickly for my manager. Being someone who is commercially-aware, I understand experience is pivotal to the success of your business.

I have experience of taking care of customers, of solving problems quickly and decisively, and of working with other people as part of a team to meet a businesses operational commitments.

Finally, I have lots of experience of working under pressure. For example, in my last position I was the person my manager would often turn to if something needed doing urgently.

As an example, our website went down one Friday afternoon and I stayed behind late to get it back up and running in time for a SALE that was due to start the following day. My experience is one of the things that I believe will make me a strong fit for your company.”

SAMPLE ANSWER...

“How Is Your Previous Experience Relevant To This Role?”

ANSWER SUITABLE FOR FRESHERS...

“How is your previous experience relevant?” (FRESHERS)

“My experience of applying myself during my academic studies has taught me the importance of having a plan, making sure you get things done on time, and ensuring the work you do carry out is of a high standard.

During my studies, I undertook a work placement at company XYZ for four weeks. During this time, I learned how to collaborate with other people, to make sure everyone in the team works to each others' strengths, and that you must always represent the company brand in a positive manner.

I personally see my lack of regular work experience as an advantage for your business because you can quickly train me up to be the perfect, high-performing employee.”

SAMPLE ANSWER...

**“How Is Your Previous Experience
Relevant To This Role?”**

**ANSWER SUITABLE FOR ADMIN ASSISTANTS
AND RECEPTIONISTS**

“How is your previous experience relevant?” (ADMIN)

“I have an abundance of expertise that will help me to quickly get up to speed in this position.

I am naturally a strong planner and organizer, and I have over five years experience of managing multiple tasks, multiple duties and responsibilities in previous administrative roles.

For example, whilst with company XYZ, who I was with for three years, I managed all incoming calls and emails, the office diary, the ordering of supplies, incoming post, and organizing internal and external meetings.

Every task was completed on time, diligently and to a high standard. I have studied the job description for this administrative/receptionist role, and I am confident I have the necessary experience, skills and qualities to excel.”

SAMPLE ANSWER...

**“How Is Your Previous Experience
Relevant To This Role?”**

**ANSWER SUITABLE FOR MANAGERS AND
TEAM LEADERS**

“How is your previous experience relevant?” (MANAGERS)

“Over the years, I have built up extensive experience in a variety of roles that have enabled me to become a competent and highly-effective manager/team leader.

Where possible, give some examples of significant achievements in previous roles.

I have experience of liaising with the senior management team to help them achieve their commercial and financial goals.

Finally, I have extensive experience ensuring operations and customer service are always delivered promptly and to exacting standards.”

SAMPLE ANSWER...

“How Is Your Previous Experience Relevant To This Role?”

ANSWER SUITABLE FOR SALES ROLES

“How is your previous experience relevant?” (SALES)

“I have experience in four specific areas that are relevant to this sales role.

First, I have many years experience meeting difficult targets. In my early days working in sales, I often found it difficult to meet my targets, but as the years went by, my approach to sales improved significantly to the point where I was constantly exceeding them.

Second, I have experience building strong and productive relationships with clients and customers. This ensures the longevity of customers for your business will be protracted.

Third, I have extensive experience of the sales process and closing sales deals when the time is right. I am an ethical seller, and I will always try to meet the needs of the customer.

Finally, my fourth area of experience is in attracting new sales leads and prospects for a business. I believe it is essential to bring in a constant supply of new leads and prospects to ensure the business is profitable.”

SAMPLE ANSWER...

“How Is Your Previous Experience Relevant To This Role?”

ANSWER SUITABLE FOR HEALTHCARE

“How is your previous experience relevant?” (HEALTHCARE)

“I have several years experience in all areas applicable to the job description.

For example, in my last healthcare role I dealt with patients daily, and I always focused on providing outstanding care, treatment and diagnosis. I have experience working alongside other healthcare professionals to ensure a patient receives the most appropriate care for their needs.

I also have experience of working to maintain my own professional competence and I have been acutely aware in previous roles of the importance to keep updated with changes to policies and healthcare procedures.

Finally, I have experience of demonstrating all healthcare values in my work.

The values of a healthcare organization are the bedrock for ensuring all patients receive the best possible care and treatment for their specific needs.”