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Your CV and Interview Tips

Competency Based Interview - Top Tips

- 1** Read the job description carefully to get a clear understanding of the role you are being interviewed for and the competencies required.
- 2** Give examples from your own experience. Your examples can come from work, academic or even sport experience.
- 3** Keep your examples concise, clear, relevant and positive.
- 4** **STAR** answers: ensure your examples have a - **S**ituation (background information on the specific situation), a **T**ask (what had to be done), an **A**ction (how you carried out the task) and a **R**esult (what was the end result).
- 5** Rehearse your examples to ensure they are clear and concise.
- 6** Ensure you listen carefully to the interviewer's questions and answer the question asked.
- 7** Sell yourself – an interview is your sales pitch. You need to “sell” your experience and your skills to the company.
- 8** There will be some questions asked that you have not prepared. When this happens, pause, calmly think of the question and give your best answer.
- 9** Ask questions – an interview is an opportunity for you to evaluate whether a company is a good fit for your career plans as much as for the company to check if you are a fit for them.
- 10** Manage your time, good preparation will help you to answer questions clearly and concisely.
- 11** Dress for interview – business attire.



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C.V. - Top Tips

- 1** Start with your name and contact details at the top - to include mobile and e-mail address.
- 2** Write a personal profile.
- 3** Include a link to your LinkedIn profile and ensure your profile matches your C.V..
- 4** Ensure your C.V. is well laid out and formatted - first impressions count.
- 5** Tailor your C.V. to each job you apply for.
- 6** Use wording from the job specification.
- 7** Use a clear, easy to read font.
- 8** Use bullet points.
- 9** Don't use acronyms, be conscious that the person reading your CV might not know to what they refer.
- 10** Highlight your achievements as well as your duties.
- 11** Keep your C.V. positive.
- 12** Try to keep your C.V. as short as possible - no more than two pages.
- 13** Always include a cover letter outlining your interest in the role and highlighting your suitability.
- 14** Spell check - this is so important.

Find out more: esb.ie/careers