



BANKING & FINANCIAL RECRUITMENT

# CV, Interview Preparation & Job Hunting Guide

FUND ADMINISTRATION • ACCOUNTING • FINTECH



ACCOUNTING,  
BANKING &  
FINANCIAL RECRUITMENT

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# About Quest Recruitment

Quest is the clear choice for in-depth sector knowledge, impeccable standards and a conscientious service of quality. Our reputation for consistent delivery and extensive industry knowledge is second to none.

Our clients include some of the world's best known International Financial Services Companies based in Ireland and abroad. We connect professionals with some of the industry's best opportunities to enable them to achieve their career goals.

We are proud winners of a substantial number of accolades throughout of 17 years in business including Best in Practice Accounting & Finance 2012, 2013, 2015 and 2017 as voted by the National Recruitment Federation Ireland.

# How to write a good CV

## Include

- **Personal Details:** Keep personal details basic. Your name, address and contact details are sufficient.
- **Personal Statement:** A personal statement gives you the chance to give your potential employer a good background about yourself including the skills you have gained. Keep it brief.
- **Education:** Be sure to include the dates and details of any degrees you have obtained. If these are also relevant to the position you are applying for then highlight these on your CV so they stand out.

# How to write a good CV

- **Employment History:** This is a critical part of your CV. Be very clear on your dates of employment, and a brief description of your role and responsibilities. It is a good idea to have these in chronological order. Avoid the use of long paragraphs and use bullet points where possible. It is also worthwhile to list key achievements within a particular position.
- **Skills and Achievements:** This allows you to show how motivated and driven you are. It is also a good place to include any awards you have won, showing drive and a will to succeed.
- **References:** It is your choice here to give details of your referees. Alternatively, you can insert the line "References are available on request".

# Interview Preparation

## Making a good first impression:

- Take care to make that crucial first impression a good one. Nerves are normal but use them as positive energy!
  - Be smart, clean and well groomed.
  - Unless advised otherwise, wear business attire.
  - Be confident, smile and give a firm handshake.

## Getting to the interview:

- Make sure you take clear travel directions and know where you are going.
- Leave plenty of time in advance to allow for unexpected delays.
- Becoming flustered by arriving late leaves a bad impression



**TIP: Preparation is key – Your Recruitment Consultant will help in this process!**

# Interview Preparation

## What to find out about the Company:

- Make sure that you find out as much background information about the company as possible. Details are important such as:
  - What is their core business/product/offering/service?
  - How many employees do they have?
  - Are they part of a large group, do they own other companies?
  - Who are their competitors?
  - What is their company mission/philosophy?



**TIP:** A nice touch to ending an interview is by giving the interviewer a quick synopsis of what you feel the role is and what will be required of you. It also allows the interviewer to clarify anything.

# Job Hunting

## √ Do's:

- Boost your job search by having a good solid LinkedIn profile.
- Follow up with a thank you after the interview.
- Be aware of your social media presence when you are job hunting
- Tailor your application
- Push yourself – do your homework before each application

## X Dont's:

- Make excuses that are holding you back
- Job search from work
- Apply to as many jobs as possible – narrow your focus
- Leave it until the last minute to prepare for your interview.

# Resources to help

- [6 CV Tips that will make you stand out](#)
- [Writing your CV](#)
- [Interview Preparation Guidelines](#)
- [Interview Technique](#)
- [Tips on what to wear to Interview](#)
- [Using the STAR Technique](#)
- [Answering the Tell Us About You Question](#)
- [How your body language can affect the interview process](#)



We would love to stay in contact!



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