



# Blue Moon

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## Communications

### HOW TO ANSWER QUESTIONS YOU HAVE NOT PREPARED FOR

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If you have created your CV and Cover Letter as suggested in **Get That Job Part 1** [www.bluemoon.ie/recent-news/](http://www.bluemoon.ie/recent-news/) you will have created lists of your skill-sets. Therefore, there will be very few questions that you are not actually prepared for.

All you need to remember is that an employer is looking to hear 3 important things:

1. You have the ability to do the job.
2. You can communicate with ease.
3. You are a nice person who will get on well with the rest of the team.

### 3 KEYS TO ANSWERING ALL QUESTIONS

Therefore there are 3 keys to answering ALL questions and they are all dependent on you knowing what your skills sets are.

So draw up a basic list of your:

1. Job Specific Skills
2. Transferable Skills
3. Positive Personality Traits

#### Key No. 1

Remember that every employer is looking for someone who can do the job. So, remember to answer in a way that tells the interviewer that you have Job Specific Skills.

#### Key No. 2

Remember that every employer is looking for someone who can bring more to the job than just the job skills.

So, remember to answer in a way that tells the interviewer that you have lots of Transferable Skills, which could add value to the role you would play within their organisation.

#### Key No. 3

Remember that every employer is looking for someone who will get on well with the rest of the team.

So, remember to answer in a way that tells the interviewer that you have good personality traits that would make you a nice person to work with.