



**Maynooth
University**

National University
of Ireland Maynooth

**Careers
Service**

**Careers
Connect**

Take your next step

Building your CV



Talk to us



**Maynooth
University**

National University
of Ireland Maynooth

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Connect

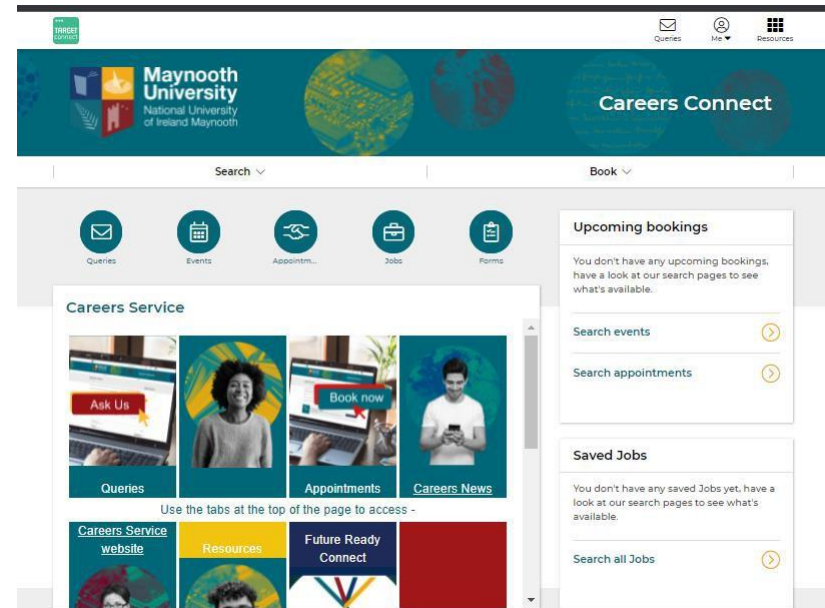
Take your next step

Building your CV



How the Careers Service works

- Open Online
- Monday – Friday
- Use Careers Connect to engage with us
- Website
www.maynoothuniversity.ie/careers - lots of useful career/job search information and resources



Your CV has **ONE** job to do



- When looking for a job your CV represents you
 - this could be all a recruiter knows/will know about you

CV Structure

Sections for :

- Career Objective/Statement (optional)
- Education
- Employment/Relevant Experience
- Skills
- Interests & Achievements
- Referees

CV – Different Formats

Chronological (Reverse) CV

- Probably the most common format Education and Employment listed in reverse chronological order –
- Most recent first and move backwards.
- Includes your key skills

Skills CV

- Ideal for those with fairly extensive range of duties acquired with different employers or when there is no relevant work experience

Samples of both on Careers Centre website

Your CV – the Basics

- 2 pages maximum, no cover
- Presentation –quality paper White/off white, laser printed
- Clear font – don't over stylise – Arial / Calibri works better than Times New Roman
- Your NAME across top – no need to say it is a CV
- Age, gender, date of birth, marital status – not necessary – leave out
- Usually reverse chronological order
 - list most recent Education and Experience first
- Avoid “I”
- Positive Language – strong words
- Avoid spelling errors
- Proof read a few times
 - Spell check not always reliable
- Focussed – tailor to the position
 - Highlight relevant aspects of your experience (Skills and Responsibilities) to support your application
- Use Headings and Bullet Points
- Use Bold or Italics –avoid underline
- Have plenty of “white space”
- Name in bold/larger font
 - Remainder of text in smaller font (e.g.10 or 10.5 Arial font)
- Contact details can be in smaller font (e.g. 8 or 9 Arial font)
- For year of course use year (2019 – 2022) don't need day/month

JUSTIN CASE

Term Address: 29 Hill Street, Leixlip, Co. Kildare.
email: justincase@gmail.com / Justin.Case@mumail.ie
Home Address: 20 Good Street, Somelown, Co. Cork.
087 1223444 / (021) 123 456

EDUCATION

2019 to date
Maynooth University, Maynooth, Co. Kildare.
B.A. (Honours) Geography and History
Expected Result: 2.1 **Honours**
Additional First Year Subject: French

SKILLS

Administration

- Financial awareness ensuring surplus for end of year accounts
- Relevant research prior to commencement of project

Organisation

- Planned activities to ensure that targets and deadlines are successfully met
- Experience multi-tasking and working on own initiative in a variety of settings

Research

- Accessed and reviewed archives
- Interviewed representatives of relevant organisations
- Attempted to source primary materials relating to topic
- Ensured best value regarding costs for self and client

Team working

- Constant team-working to ensure efficient workings of projects
- Liaised with other professions at various stages of project

VACATION EMPLOYMENT

Summer 2019
Camp Wapalanne, New Jersey, USA
Camp Counsellor (Special Needs)

- Conferred with other counselors to plan programs designed to promote physical and social development of teenagers with special needs
- Planned weekly curriculum, prepared lesson outlines and instructed campers in reading skills
- Scheduled weekly sporting activities in association with instructors
- Co-supervised cabin of twelve 10 – 14 year olds

Summer 2020
IT Services, Maynooth University, Maynooth, Co. Kildare.
Clerical Assistant

- Dealt with online queries from the public, checked deliveries and maintained records
- Arranged delivery/collection for courier service as required and maintained appropriate responsibility for stationery stores/supplies, photo-copying and binding
- Typed letters and reports and managed reception
- Inputted and retrieved data and handled filing duties
- Sorted and distributed incoming mail
- Collected outward post, stamped and delivered to post office

PART-TIME EMPLOYMENT

20196 to date
(Weekends)
Gifts & Things, Maynooth, Co. Kildare
Sales Assistant

- Responsible for general upkeep and appearance of premises
- Advise customers on a wide range of products
- Arrange delivery of stock to and from the store
- Train in new staff
- Responsible for cashing-up at end of day

OTHER QUALIFICATIONS

- T.E.F.L. qualification (RSA)
- Completed First Aid course (2019)

INTERESTS AND ACTIVITIES

University: 3rd Year Geography Class Representative (2020 –to date)

- Attended Union Council and raising any issues of concern to the class
- Reported on Union Council to the class
- Raised any issues that needed raising with the department

Treasurer – Geographical Society, Maynooth University (2019-2020)

- Had responsibility for keeping accounts and for all lodgments
- Signatory on society cheque-book

Member – Geographical Society, Maynooth University (2019 to date)

- Attended Society meetings and events
- Volunteered to operate Society Stand on Maynooth University Clubs & Societies Day

Sports:

Tennis

Chairperson of Old Town Junior Tennis Club 2019 to date

- Arranged presentation dinner dance
- Negotiated sponsorship for club and county teams
- Trained underage teams

OTHER ACHIEVEMENTS

President's Award – Silver (2018)

- Presented with this award for personal achievement in the areas of physical recreation, community involvement, personal skill and adventure project

REFEREES

Dr Ellen O'Flynn
Lecturer
Department of Physics
Maynooth University
Maynooth
Co. Kildare
Tel: 01 708 2163
Email: ellen.oflynn@mu.ie

Mr John Smith
Manager
Gifts & Things
Maynooth
Co Kildare
Tel: 01 - 6292049
Email: jsymth@giftsandthings.ie

Content

- Personal Details (smaller font)
 - Name, address,
 - Telephone numbers – professional voicemail message
 - Email address (**Professional**)
 - LinkedIn Profile / website / career relevant blog

Education

- Start with most recent – Maynooth University
- Can omit Leaving Cert and second level education unless relevant
- If you have a considerable amount of educational qualifications highlight most relevant and consider listing others in an “Other Education” or “Other Qualifications” section
- Present results in a format employers understand i.e.
 - 2.1 Honours
 - Not 645/1000
- If awaiting results say “*Results Pending*” or *Expected Result 2.1 Honours* etc.

Skills

- Organise skills under relevant headings e.g.
 - IT
 - Team-working
 - Organisation / Administration
 - Languages
 - Interpersonal / Liaison

Employment / Experience

- Put most relevant first
- Separate experience into **Relevant Experience** and **Other Employment**
- Provide **job title** (in bold font) and name of organisation
- Highlight duties/responsibilities and achievements (bullet points)
- Include voluntary work
- Use power words on Careers Centre website - Make it action and results oriented

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Competencies: Skills Based CV

- Useful if
 - you have a significant amount of experience
 - You have experience in other careers areas
 - Example of Skills based CV also on www.maynoothuniversity.ie/careers/Useful-resources Click Sample CVs

Competencies: Skills Based CV

- Identify key competencies required for job
- Provide relevant evidence from previous experience
- List skills under relevant headings
 - Teaching
 - Project Management
 - Research
 - Negotiation / Relationship Building
 - Administration
 - Training
 - Customer Service
- A Skills-Based CV will highlight relevant skills you bring from previous experience
- All experience can show relevant skills

NAME

29 Hill Street, Leixlip, Co. Kildare.

(01) 123 4568

justincase@gmail.com / Justin.Case@mumail.ie

EDUCATION

2019 – to date Maynooth University, Maynooth, Co. Kildare.
B. A.
Research Projects:
Expected Result: 2.1 Honours

RELEVANT EXPERIENCE

SKILLS

Project Management

- Ensuring projects remained within or under budget
- Advance planning
- Liaise with client to ensure their needs met throughout project
- Negotiation regarding price and with external suppliers

Research

- Accessing and reviewing archives
- Interviewing representatives of relevant organisations
- Attempting to source primary materials relating to topic
- Ensuing best value regarding costs for self and client

Administration

- Financial awareness ensuring surplus for end of year accounts
- Relevant research prior to commencement of project

Financial Structuring

- Devising price for overall project
- Account for costs of other professions
- Factoring in expenses and projected profit

Training

Team-working

- Constant team-working to ensure efficient workings of projects
- Liaise with other professions at various stages of project

Presentations

-

Volunteering

-
-

Other Qualifications

- Driving Licence
- Instructors Certification – sports etc
- First Aid
- TEFL
- Music

Interests/Achievements

- Group interests into categories e.g.
 - Sports
 - Cultural
 - Community
 - Professional
- List all that you are involved in – don't worry about relevance but give some indication of level of interest e.g. positions of responsibility, representing club/county/university
 - Mention any special awards or achievements

Importance of Referees

- Two normally (academic and past employer)
- Ask their permission!
- Be selective
 - Relevant to the job for which you are applying
 - Give their contact details: Phone, address, email
- State title
 - Principal, Lecturer, Supervisor, HR Manager

REFEREES

Dr Ellen O'Flynn

Lecturer

Department of Physics

Maynooth University

Maynooth

Co. Kildare

Tel: 01 708 2163

Email: ellen.oflynn@mu.ie

Mr John Smith

Manager

Temple Bar Hotel

Dublin 2

Tel: 01 -202 4545

Email: jsymth@tbh.ie

Be Aware of Your Digital Footprint!

- Everything on the Internet that's about you:
 - Profile on social media, photos that you or your friends & family have posted online, as well as anything you have ever written on discussion boards, blogs or anywhere else.
- Is there anything online that you wouldn't want a prospective employer to see?
- Potential employers, will be aware of your digital footprint even if you aren't!

Cover Letter

- One page – business letter format
 - Sample on Careers Centre website
- Sent to named person – find out name of HR Manager
- Letter should support your CV
- Tailor each letter to that application – mention the specific organisation in the letter (not ...in your company...)
- Highlight skills and experience

Applicant Name
Applicant Address

Company Name
Company Address

Dear (use name of recipient where possible e.g. Mr. Smyth)

Letter can be divided into four paragraphs

- (i) **What Job?** Indicate which position you are applying for (if applying for an advertised position) or indicating the type of position you would be interested in and enquiring as to whether they have any relevant openings/vacancies
- (ii) **Why that organisation?** Indicate that you have done some research on this employers/organisation; why you are especially interested in working for them (see what they have to say about themselves on their website or information literature). This part of each letter should be tailored specifically to the organisation/employer concerned.
- (iii) **Why you?** Indicate here what you will bring to the job, skills developed from relevant experience (even in a different employment setting), other skills e.g., highly motivated, good communication and organisational skills, work well as part of a team and again highlight where you would have shown these skills in the past. You are telling them what you will bring to the job.
- (iv) **Sum-up/** short paragraph - Mention that you are available for interview at their convenience and you look forward to hearing from them etc.

Useful Resources

- <https://www.maynoothuniversity.ie/careers/find-job/cv-and-applications>
- <https://gradireland.com/careers-advice/cvs-and-applications/cover-letters-for-graduate-jobs>
- Readymade Job Search Letters. Lynn William, Kogan Page*
- The New C.V. That Gets You Interviewed. Aine Keenan, Wolfhound Press*

* Available in University Library (CAR 650.14)

Careers Service

Help with application forms

- When you have completed your CV it will be useful in filling in your application forms -
- Use your CV content to identify your key skills and experience for application forms
- Use your Cover letter content to answer some of questions e.g.
 - “how you think your experience/skill(s) can assist in this particular post”
 - “how you think you can contribute to the ethos and success of this company”
 - “Additional information (not already mentioned) to support your application”

Careers Connect – Current Students



<http://mu.ie/careers-connect>

- **Send a Query** – Careers Advisers answer your questions e.g. Career plans, application/job search questions, CV reviews
- Search and Apply for **Jobs**
- Book **career guidance meetings** with Careers Advisers
- View Careers/Recruitment **Events**
- Set up Job/Events **email alerts**

A large yellow circle containing a wireframe architectural drawing of a building. The words 'Careers Connect' are written in large, white, sans-serif font across the center of the circle.

**Careers
Connect**



Search ▾

Book ▾



Queries



Events



Appointm...



Jobs



Forms

Careers Service



[Queries](#)



[Appointments](#)



[Careers News](#)

Use the tabs at the top of the page to access -

[Careers Service website](#)

[Resources](#)

[Future Ready Connect](#)

Upcoming bookings

You don't have any upcoming bookings, have a look at our search pages to see what's available.

[Search events](#)



[Search appointments](#)

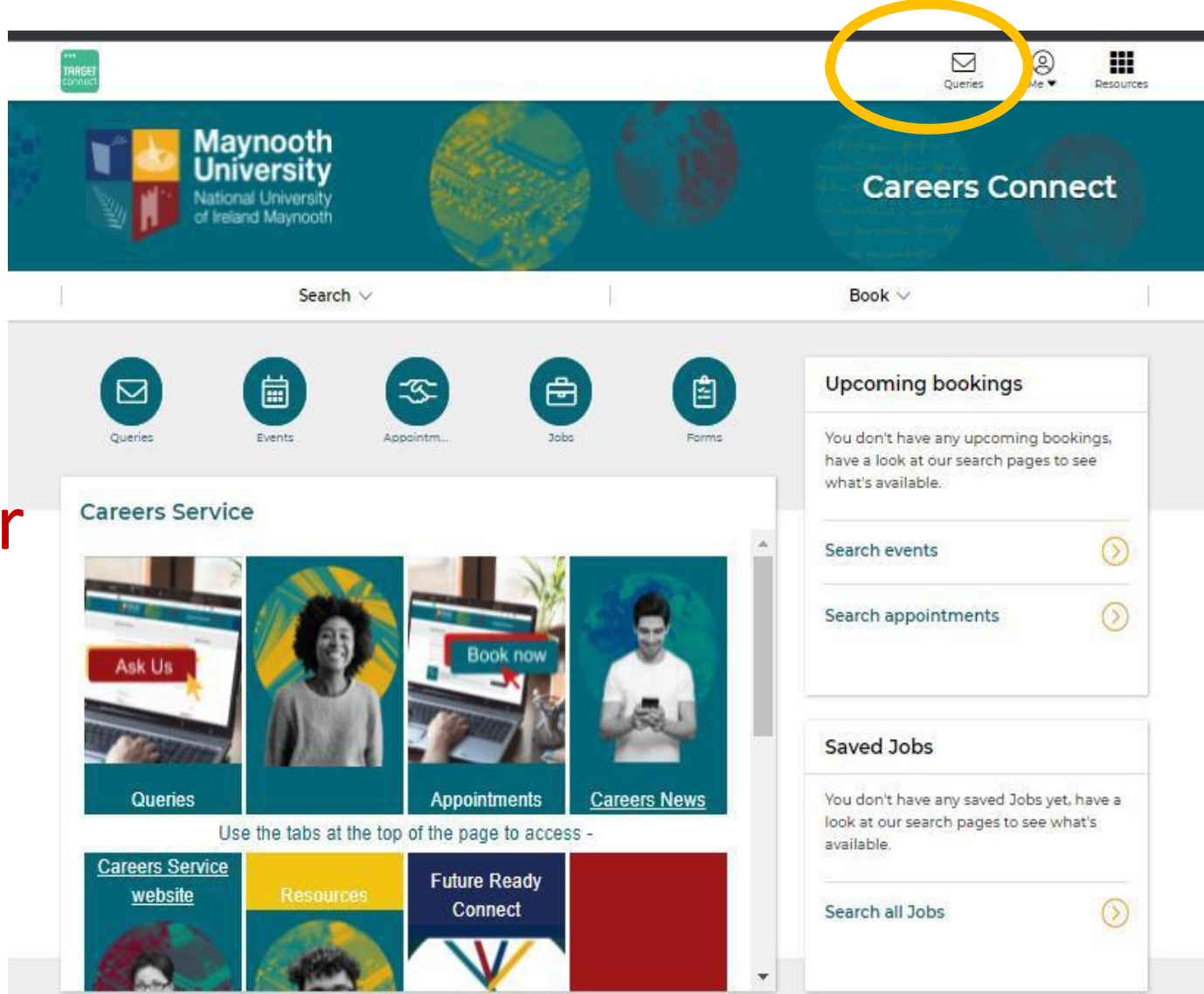


Saved Jobs

You don't have any saved Jobs yet, have a look at our search pages to see what's available.

[Search all Jobs](#)





Use Queries to send your questions to our careers advisers

Book careers appointments

The screenshot shows the Maynooth University Careers Connect website. At the top, there is a navigation bar with a search box and a 'Book' button. Below this is a teal banner with the Maynooth University logo and the text 'Careers Connect'. The main content area has a grey header with the word 'Appointments' circled in yellow. Below the header, there is a white box containing text about careers meetings. At the bottom, there is a 'Next Step...' section with a 'View appointments' button.

Target Connect

Maynooth University
National University of Ireland Maynooth

Careers Connect

Search

Book

Appointments

Home \ Book \ Appointments

Careers meetings are running through MS Teams

Please select an appointment time below and click book.
If there are no appointments remaining and you require an urgent appointment, please send us a meeting request by clicking "Queries" above.

If you require a meeting to discuss Job Interview Preparation, please send us an Interview Preparation Meeting request by clicking "Queries" above.

Additional appointments are added frequently so please check back to view latest availability.

Next Step...

Next Step Careers Meeting

Take the next step in your career journey... Meet with a careers adviser to discuss your career... [Find out more](#)

[View appointments](#)

Careers Service

The screenshot shows the Maynooth University Careers Connect website. At the top, there is a navigation bar with the 'Careers Service' dropdown menu highlighted by a red arrow. Below this is a banner for Maynooth University with the 'Careers Connect' logo. The main content area features a 'Jobs' section, which is circled in yellow. Below the 'Jobs' section, there is a search bar and a 'Book' dropdown menu. The 'Jobs' section contains a search box and a 'Jobs Archive' link, with a red arrow pointing to the search box. Below the search box, there are several job listings, each with a title, location, salary, and a brief description. The first listing is for 'Education Services (ASD) Pre-School Tutors' at Jonix, with a closing date of 30-Sep-2021. The second listing is for 'Process Engineers (Graduate Opportunity) - Apply Asap| Year Round Recruitment' at Intel, with a closing date of 31-Dec-2021. The third listing is for 'Telecoms Engineer (Graduate Opportunity) - Apply Asap Before 3/9/21' at Dublin Telecom. On the left side of the page, there is a sidebar with 'Active filters' and a 'Reset' button. Below this, there is a 'Quick search' section with three search boxes: 'Text search', 'Reference ID search', and 'Organisation search'. Below the search boxes, there is a 'Job Type' section with a plus sign and an 'Occupational Areas' section with a minus sign. The 'Occupational Areas' section has a 'Match all | Match any' option and a list of checkboxes for various fields: Accountancy and financial management, Banking, insurance and financial services, Engineering, IT and Telecoms, Languages and culture, Law, legal services and patents, and Logistics and transport.

Find graduate jobs,
graduate programmes
and immediate start
positions

Careers Service

Search

Book

Pathways

Home \ Search \ Pathway

The Pathways below can be used to help you gather the information you need to move forward in your career journey

When ready to move to the next activity just click Submit to move on.

If you have any questions about a pathway activity just send us a Query or book an appointment and we will do our best to assist you.

In progress (1)

Available (4)

Completed


Closed

Use Pathways
for help in
building your
CV



Getting Started - Career Ideas

Support



Start building your CV

Learning



Post-Primary Teaching

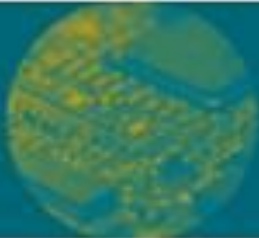
Find out more - Post Primary Teaching

Learning

Careers Service



Maynooth University
National University
of Ireland Maynooth



Search



Queries



Events



Appointments



Jobs



Forms

Careers Service



Queries



Appointments



Careers News

Use the tabs at the top of the page to access -



Service



Resources

Resources provided by the Careers Service | Maynooth University to support you in your career exploration.

CV

CareerSet CV Review Platform CareerSet ⓘ

Other

Careers Interest Tests
Careers Interest & Aptitude tests

Careers Resources
Sample CVs, Careers Presentations, Careers Info ⓘ

ShortListMe Video Interview Platform ShortListMe ⓘ

RECOMMENDED JOBS



- Careers Service
- Careers Connect
- Discover Your Career
- Find a Job
- Interviews
- Postgraduate Study
- Useful Resources
- For Employers
- For Staff
- Graduate Career Stories
- About Us
- Archive
- Contact
- Events

View Edit Revisions Access control

Supports for Students, Graduates & Employers

The Careers Service is open online.

Our team are available to help with your career questions.

Students / Graduates Do you need help with career planning, subject choice, postgraduate study, job search, CVs, interviews or other careers questions?

Ask questions, book career guidance appointments, search for jobs, find careers information. Find out how to [Connect with Careers](#) and take the next step in your career journey.

Careers Interest Tests

Take the tests and explore what careers might interest you

Careers Videos

Using the Careers Service

Ask questions & Book Appointments on Careers Connect

Need career advice or don't know where to start?

Our Careers Advisers are available daily



Go to Careers Connect

Careers advisers are available daily - ask questions and book careers appointments on Careers Connect

Careers Service

Careers Connect

Discover Your Career

Find a Job

Interviews

Postgraduate Study

Useful Resources

For Employers

For Staff

Graduate Career Stories

About Us

Archive

Contact

Events

FAQs

News

People

View Edit Revisions Access control

- [Clone content](#)

Careers Connect

Careers Connect is part of **MU FutureConnect** - your **Careers & Employability portal**, and is your one stop shop to engage with the Careers Service. On **Careers Connect** you can ask questions and/or book meetings with careers advisers and view our Jobs and Events Listings. You can also set email alerts for jobs and events.

Current MU Registered Students (Undergraduate and Postgraduate)

[Login with your MU login details](#)

Once you have logged in to the system you can update your profile and if you wish, sign up for email alerts from us on advertised jobs and up-coming careers events.



Send us your questions



Book Careers Appointments

Any Questions?

The Careers Service team are here to help you.

Careers Connect

- ✓ Careers Information / Questions
- ✓ Careers Appointments

www.maynoothuniversity.ie/careers

 @mu_careersservice

 MU Careers Service

