**CAREER DEVELOPMENT – CV AND INTERVIEW PREPARATION (Researchers)**

**(Course Code –** **CDRE001)**

# Who Should Attend?

Relevant to all post-doctorate employees and Research employees who are planning to apply for a role.

# Course Overview

This course will cover the Do's and Don'ts of putting together an effective CV, cover letter and application form. It will prepare you for the interview process.

# Course Content

* Finding your desired career path: goals and ambitions
* Diagnosing your strengths, skills and expertise
* Drawing on your network for support and opportunity
* The application process:
* Application forms
* Preparing a CV
* Responding to queries
* Preparing for interview
* Reflective and reflexive practice
* Self-management and resilience
* Careers in Academia
* Careers in government/funding agencies
* Careers in Industry

# Learning Outcomes

* Identify your key strengths and areas for improvement/further experience
* Know how to draft a tailored and relevant cover letter and CV
* Be prepared for interviews
* Know how to continuously improve your interview skills

# Date & Time

Friday March 27th 2020, 09.30 – 16.30

# Location

Staff Development Room, 3rd Floor, John Hume Building

[Click here](https://www.maynoothuniversity.ie/sites/default/files/assets/document/Campus%20Map%2C%20Index%20%26%20Venues%20_1.pdf) to view campus map.

# Organised by

Learning & Development, Human Resources

# Facilitator(s)

Laurence Knell, Strategic Innovation Partners

Dr. Noreen Lacey, Research Support Officer, MU

Dr. Elaine McCarthy, Research Development Officer, MU

Peter Conlon, Commercialisation Executive, Maynooth Works

# Booking Information

1. Log in to your [Employee Self Service (ESS)](https://cloud.corehr.com/pls/coreportal_nuimlive/cp_por_public_main_page.display_login_page) portal

2. Click the **Learning and Development** tab on the left-hand side

3. Type the course code (located at top if this page) into the **Keywords** search field and click **Search.**

4. In the **Book a Course** window, select the course you wish to attend by clicking on the **Green Plus** button

5. You will receive a confirmation email when you have been approved on the course by Learning & Development.

Further guidelines are available in the [ESS L&D User Guide](https://www.maynoothuniversity.ie/human-resources/employee-self-service-ess)

# Further Information

Participants should bring a copy of their CV with them

# Course Fee

No Fee. Please refer to our cancellation policy on the booking system.