



**Maynooth
University**
National University
of Ireland Maynooth

Primary Teacher Applications: Application Forms / Letters & CVs

Natasha Marron
Careers Adviser

Careers Service

An tIonad Forbartha Gairmeacha
Career Development Centre

We're Open Online



Primary Teacher Job Applications

4th May 2021

- Supports / Resources available from the Careers Service
- How to prepare to do a good application
- CV Tips – *helps clarify content for forms / interviews*
- Application Forms
- What principals say.... Applications, interviews and CVs for subbing

How the Careers Service works

- The Maynooth University Careers Service, previously based in the Career Development Centre is now available online
- Monday – Friday
- Use Careers Connect (your Careers & Employability portal) to engage with us (mu.ie/careers-connect)
- Website www.maynoothuniversity.ie/careers - lots of useful career/job search information and resources

Careers Connect

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

- **Send a Query** – Careers Advisers answer your questions e.g. Career, subject choice/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**

Find out more – Careers Connect



Search

Book

Career Discovery



Queries



Events



Appointm...

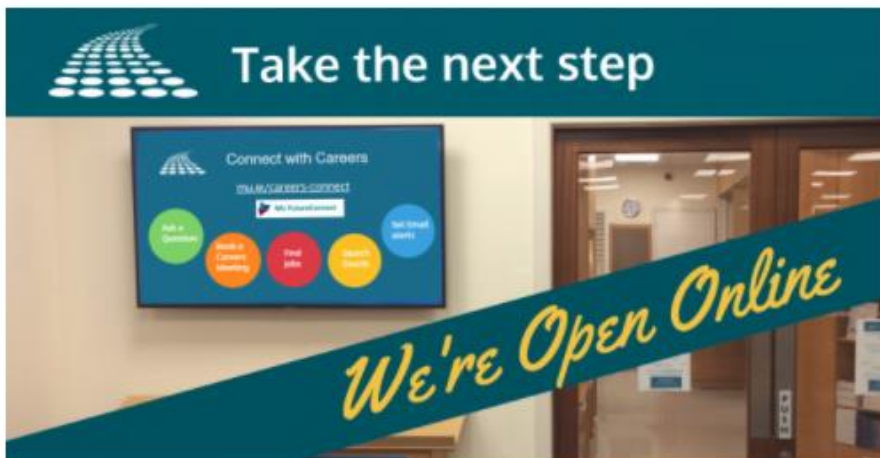


Jobs



Forms

Careers Service



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

The screenshot displays the Maynooth University Careers Connect website. At the top left is the 'TARGET connect' logo. The main header features the Maynooth University logo and the text 'National University of Ireland Maynooth' and 'Careers Connect'. A navigation bar includes 'Search', 'Book', and 'Career Discovery'. A central row of icons represents 'Queries' (with a notification badge), 'Events', 'Appointments', 'Jobs', and 'Forms'. A 'Careers Service' banner below the icons features the text 'Take the next step' and 'We're Open Online'. On the right, a sidebar contains sections for 'Upcoming bookings', 'Saved Jobs', and 'Search all Jobs', each with a right-pointing arrow icon.

The screenshot shows the Maynooth University Careers Connect website. At the top, there is a navigation bar with the university logo and 'Careers Connect' text. Below this is a search bar and a 'Book' button. The main content area is titled 'Appointments' and includes a breadcrumb trail: 'Home \ Book \ Appointments'. The text in this section states: '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.' At the bottom, there is a 'Next Step...' banner for 'Next Step Careers Meeting' with a 'View appointments' button.

Book career guidance appointments with our careers advisers

Find graduate jobs,
graduate programmes
and immediate start
positions

The screenshot shows the Maynooth University Careers Connect website. The header includes the university logo and navigation links for 'Career Development Centre', 'Queries', 'Me', and 'Resources'. A search bar is visible with a 'Search' button. The main content area is titled 'Jobs' and includes a 'Home | Search | Jobs' breadcrumb. A yellow circle highlights the 'Jobs' title. Below the title, there is a 'Jobs' section with a search prompt: 'Search below for Graduate Jobs, Graduate Programmes, Graduate Internships, Immediate start jobs & relevant part-time Jobs.' It also provides instructions on how to filter results and includes a 'Jobs Archive' link. To the left of the main content is a sidebar with 'Active filters' and a 'Reset' button. Below this is a 'Quick search' section with three input fields: 'Text search', 'Reference ID search', and 'Organisation search'. The main content area also features a '1 to 50 of 29 results' header with 'Sort by: Published (Descending)' and 'Display by:' options. Two job listings are visible: 'Jobs & Traineeships In The EU Institutions/Agencies, & Related Organisations - List Updated 25/3/2021 - Apply Asap' and 'Graduate Information Security Analysts - Apply Asap'. Each listing includes the employer name, location, salary information, a brief description, and a closing date.

Find graduate recruitment and careers events

The screenshot displays the Maynooth University Careers Connect website. The header features the university logo and navigation links for 'Search' and 'Book'. The main content area is titled 'Search events' and includes a breadcrumb trail: Home > Search > Events. A yellow circle highlights the 'Search' link in the breadcrumb. Below the search results, there are three event listings:

- Women In Cyber - Career Development Virtual Workshop Organised By Deloitte**
29-Mar-2021 10:00 - 11:00
- Peter McVerry Trust 2021 Graduate Programme Information Event** (Virtual/Online)
30-Mar-2021 18:00 - 19:00
- Verizon Diversify 2021 On Diversity, Equity, Inclusion & Innovation** (Virtual/Online)
31-Mar-2021 16:00 - 18:00

On the left side, there is a sidebar with 'Active filters' showing 'After 26-Mar-2021' and a 'Reset' button. Below this is a 'Quick search' section with 'Text search' and 'Organisation search' input fields. At the bottom of the sidebar, there are expandable sections for 'Date range' and 'Location'.

Search events

Home \ Search \ Events

Events calendar

Saved searches

Careers Events

To find undergraduate events, switch to the Experiential Learning Office - Future Ready Connet page (use the drop-down menu above)

Active filters

After 14-Apr-2021 x

Reset

Save this search

Quick search

Text search



Organisation search



Date range



Location



Event type



1 to 50 of 5 results

Sort by: Date (Earliest first)

Display by: Grid List

DDLETB - Primary & Post Primary Virtual Teacher Recruitment Week For The School Year 21/22

Virtual/Online

- 12-Apr-2021 16:00 - 17:00
- 13-Apr-2021 16:00 - 17:00
- 14-Apr-2021 16:00 - 17:00
- 15-Apr-2021 16:00 - 17:00
- 16-Apr-2021 12:00 - 13:00

Optum Technology & Analytics Virtual Career Fair

Virtual/Online

- 14-Apr-2021 11:00 - 14:00

Zoom Information Session - Degree Of Barrister At Law Kings Inns

Virtual/Online

Dublin & Dún Laoghaire Education & Training Board

Tuesday 13th April 2021 @ 4p.m.

Session #2 - Interview Skills (Primary Level Focus)

A guide through the application & interview process for jobs in DDLETB and provide helpful tips. Training provided by a CNS Principal & a member of the Recruitment Team.

Recordings available on [DDLETB Teams link](#)

Recruitment Week 2021

@DDLETB
#TeamDDLETB



Dublin & Dún Laoghaire Education & Training Board

- [Teacher training for Irish applicants \(by St Mary's University College, Twickenham\)](#)

<https://www.maynoothuniversity.ie/careers/useful-resources/careers-centre-presentations>

Employer - Teaching

- [DDLETB - A brief overview of who we are & what we can offer you as an employer.](#) (watch on MS Teams)
- [DDLETB - Primary - A guide through the application & interview process for jobs in DDLETB along with helpful tips.](#) (watch on MS Teams)
- [DDLETB - Post-Primary - A guide through the application & interview process for jobs in DDLETB along with helpful tips.](#) (watch on MS Teams)
- [KWETB - Information on ETB's, KWETB, Applications and Interviews \(Feb 2020\)](#)

Employer - Graduate Recruitment

@DDLETB
#TeamDDLETB



Your Application Form or CV has **ONE** job to do



- When looking for a job your application material represents you
 - this could be all a principal knows / will know about you

Teaching Applications

- Most teaching applications are on Application Forms and may also request Letter of Application
- Speculative applications / subbing – CV and Cover Letter
- Creating a well-structured CV and Cover letter means that you have **done** a lot of your **application** and **interview preparation** This includes clear content on
 - ✓ Skills
 - ✓ Experience
 - ✓ What you will bring to the job
 - ✓ Relevant additional training
 - ✓ Additional information

CV Structure

Sections for :

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

CV - the Basis

- 2 pages maximum, no cover
- Clear font– Arial / Calibri works better than Times New Roman especially in smaller font size
- Your NAME across top – no need to say it is a CV
- Age, gender, date of birth, marital status – not necessary – can leave out
- Usually reverse chronological order
- Most recent Education and Experience first
- Avoid “I”
- Positive Language – strong words
- Avoid spelling errors...**Principal**
- Proof read a few times
 - Spell check not always reliable
- Presentation –quality paper White/off white if printed

CV Presentation

- Focused – 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 (2018 – 2021) don't need day/month

JUSTIN CASE

Address: 1 Hill Street Park, Johnstown, Co Meath.
Tel: +353 1 123456 (home) / +353 86 123456 (mobile)
email: justin@mumail.ie / Justin_Case@hotmail.com
Teaching Council No. – 1234567

EDUCATION

2017 to date

National University of Ireland, Maynooth, Co Kildare.
Professional Master of Education (Primary)
Expected Result: 2.1 Honours
Teaching Practice Grade: B

2013 – 2017

BA (Hons) English and Geography
2.1 Honours

ADDITIONAL SKILLS

IT

Competent user of Microsoft Office, Internet and E-mail.

Languages

Gaeilge - TEG Level B2

Team-working

Extensive team-working experience developed in a variety of fast-moving settings.

Organisation

Effective and highly efficient organization and administration skills, as demonstrated in various settings. Consistent ability to meet deadlines and prioritise effectively when dealing when working on multiple tasks.

RELEVANT EXPERIENCE

January 2019

St Mary's Primary School, Navan, Co Meath
Student Teacher
6th Class

- Planned lesson outlines
- Delivered lessons based on subject curriculum
- Conducted lab classes with clear emphasis on processes, while ensuring adherence to safety standards.
- Prepared and developed various teaching aids
- Graded tests and papers, recorded grades, checked homework
- Trainer U-10 girls soccer team

October 2018

Scoil Bhríde, Clane, Co Kildare
Student Teacher
Junior Infants

- Prepared various teaching aids and plan lesson outlines
- Delivered lessons based on subject curriculum
- Responsible for updating display areas in laboratory.
- Graded tests and papers, recorded grades, checked homework

March 2017

Presentation Girls' School, Maynooth, Co Kildare
Trainee Teacher
Second Class

- (give details)

VOLUNTARY WORK/COMMUNITY INVOLVEMENT

June 2016 to date

Foróige Youth Club

Leader

- Involving all members actively in managing the affairs of the club
- Agreeing a set of rules with the young people covering behaviour in the club.
- Getting to know the members, their interests, talents and hopes
- Involving members in "learning by doing" through choosing, planning, doing and evaluating activities
- Attending occasional meetings with the other leaders
- Obtaining parental permission and keeping contact with parents as required
- Adhering to Foróige procedures for safe practice in work with young people

OTHER EMPLOYMENT

Summer 2016

Camp Wapalanne, New Jersey, USA.

Camp Counsellor

- Conferred with other counsellors to plan programs designed to promote physical and social development
- Planned weekly curriculum and prepared lesson outlines
- Scheduled weekly sporting activities in association with instructors
- Co-supervised cabin of twelve 10 - 14 year olds

Summer 2015

Memorial Hospital, Navan, Co Meath.

Clerical Officer, Medical Records

- Updated and organised patient records
- Liaised with consultants and Casualty department
- Responded to telephone enquiries

July 2014 – to date)

(weekends & holidays)

Unicare, Dublin Road, Navan, Co Meath.

Sales Assistant

- Stocked and merchandised beauty products
- Ordered over the counter stock
- Reconciled daily cash takings
- Advised customers on beauty products and over the counter medicines

POSITIONS OF RESPONSIBILITY

2016 – 2018

Tea Society (Maynooth University)

Member

- Organised social events
- Sold event tickets
- Prepared and distributed advertising material

INTERESTS

Music:

- Royal Irish Academy of Music Diploma in Piano

Sports:

- Member of school Camogie Team
- Partake in weekly aerobics, Khai-bo, spinning and circuit training classes

REFEREES

Dr Jane Smyth,
Lecturer,
Froebel Department of Primary &
Early Childhood Education,
Maynooth University
Co Kildare.
Tel: (01) 4747400

Ms Norah Jones,
Principal,
St Mary's Primary School,
Navan,
Co Meath.
Tel: (01) 1234567
email: info@stmarynavan.ie

Content

- Personal Details (smaller font)
 - Name, address,
 - Telephone numbers – Voicemail active - professional voicemail message
 - Email address (**Professional**)
 - LinkedIn Profile / website / blog (career relevant) / teaching videos used for online teaching

JUSTIN CASE

Address: [1, Hill Street Park, Johnstown, Co Meath](#).
Tel: +353 1 123456 (home) / +353 86 123456 (mobile)
email: justin@mumail.ie / Justin_Case@hotmail.com
Teaching Council No. – 1234567

EDUCATION

2017 to date National University of Ireland, Maynooth, Co Kildare.
Professional Master of Education (Primary)
Expected Result: 2.1 Honours
Teaching Practice Grade: B

2013 – 2017 **BA (Hons) English and Geography**
2.1 Honours

ADDITIONAL SKILLS

IT Competent user of Microsoft Office, Internet and E-mail.

Languages [Gaeilge](#) - TEG Level B2

Team-working Extensive team-working experience developed in a variety of fast-moving settings.

Organisation Effective and highly efficient organization and administration skills, as demonstrated in various settings. Consistent ability to meet deadlines and [prioritise](#) effectively when dealing when working on multiple tasks.

RELEVANT EXPERIENCE

January 2019 St Mary's Primary School, Navan, Co [Meath](#)
Student Teacher
6th Class

- Planned lesson outlines
- Delivered lessons based on subject curriculum
- Conducted lab classes with clear emphasis on processes, while ensuring adherence to safety standards.
- Prepared and developed various teaching aids
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- Trainer U-10 girls soccer team

October 2018 [Scoil Bhríde, Clane](#), Co Kildare
Student Teacher
Junior Infants

Education

- Start with most recent – Maynooth University
- Can omit Leaving Cert and second level education unless relevant
- If you have a considerable number 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, you could say *Expected Result 2.1 Honours* etc.

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

VOLUNTARY WORK/COMMUNITY INVOLVEMENT

June 2016 to date Foróige Youth Club
Leader

- Involving all members actively in managing the affairs of the club
- Agreeing a set of rules with the young people covering behaviour in the club.
- Getting to know the members, their interests, talents and hopes
- Involving members in "learning by doing" through choosing, planning, doing and evaluating activities
- Attending occasional meetings with the other leaders
- Obtaining parental permission and keeping contact with parents as required
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OTHER EMPLOYMENT

Summer 2016 Camp Wapalanne, New Jersey, USA.
Camp Counsellor

- Conferred with other counsellors to plan programs designed to promote physical and social development
- Planned weekly curriculum and prepared lesson outlines
- Scheduled weekly sporting activities in association with instructors
- Co-supervised cabin of twelve 10 - 14 year olds

Summer 2015 Memorial Hospital, Navan, Co Meath.
Clerical Officer, Medical Records

- Updated and organised patient records
- Liaised with consultants and Casualty department
- Responded to telephone enquiries

July 2014 – to date) Unicare, Dublin Road, Navan, Co Meath.
(weekends & holidays) **Sales Assistant**

- Stocked and merchandised beauty products
- Ordered over the counter stock
- Reconciled daily cash takings
- Advised customers on beauty products and over the counter medicines

POSITIONS OF RESPONSIBILITY

2016 – 2018 Tea Society (Maynooth University)
Member

- Organised social events
- Sold event tickets
- Prepared and distributed advertising material

INTERESTS

Music:

- Royal Irish Academy of Music Diploma in Piano

Skills

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

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

View more teaching and education jobs

Advertisement



Skills for your CV

Studying education develops specific skills relating to a range of educational topics, including theories of learning, equality and diversity, education policy and practice, and creativity and education.

Your degree will also provide you with a good general understanding of education in social, political and economic contexts. Some courses include work placement modules, providing the opportunity to put theory into practice.

You'll also gain the following transferable skills, which are useful to employers in a variety of job sectors:

- communication skills, for presenting effective oral and written arguments
- IT skills
- research and analytical skills
- interpersonal skills, with the ability to work collaboratively as part of a team
- problem-solving skills
- organisation and time-management skills, for prioritising your academic workload and delivering essays on time
- self-management, for planning your own workload and reflecting on and improving personal practice.

To qualify for a place on a teacher training course, you'll need to prepare for and pass **professional skills tests**. If you want to work in secondary education discover the **essential skills for a secondary school teacher**.

Education

AGCAS editors

October, 2018

- ▼ Job options
- ▼ Work experience
- ▼ Typical employers
- ▼ Skills for your CV
- ▼ Further study
- ▼ What do education graduates do?

Primary School

This is a crucial job as you will be responsible for fostering and developing the skills and social abilities of children dependant on their aptitude, abilities and age. In primary school, you will generally be required to educate the children on a variety of topics including Maths, English, History and Geography. It is also normal for you to teach the same group of children for several years. Typical duties include:

- Using enthusiastic and imaginative presentation to make learning fun.
- Maintaining discipline within the classroom.
- Teaching all areas of the national curriculum for your age group and keeping up to date with changes.
- The organisation of, and participation in a variety of school events including field trips.
- Preparing lessons that cater to the needs of the entire ability range in your class.

Other Qualifications/ Training

- Driving Licence
- Instructors Certification – sports etc
- First Aid
- TEFL
- Music
- Other related training
 - Dyslexia Awareness / Autism Awareness / Sensory Regulation etc

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

- Updated and organised patient records
- Liaised with consultants and Casualty department
- Responded to telephone enquiries

July 2015 – to date)
(weekends & holidays)

Unicare, Dublin Road, Navan, Co Meath.

Sales Assistant

- Stocked and merchandised beauty products
- Ordered over the counter stock
- Reconciled daily cash takings
- Advised customers on beauty products and over the counter medicines

POSITIONS OF RESPONSIBILITY

2016 – 2018

Maths Society (MU)

Member

- Organised social events
- Sold event tickets
- Prepared and distributed advertising material

INTERESTS

Music:

- Royal Irish Academy of Music Diploma in Piano

Sports:

- Member of school Camogie Team
- Partake in weekly aerobics, Khai-bo, spinning and circuit training classes

REFEREES

Dr Spock
Lecturer
Education Department
Education House
Maynooth University
Co Kildare
Tel: (01) 123456
E-mail: spock@mu.ie

Ms Norah Jones
Principal
High School
Navan
Co Meath
Tel: (01) 12345
email: njones@iol.ie

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

Be Aware of Your Digital Footprint!

Everything about you online:

- Social Media presence, 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. Be aware of profile name when posting on an online forum/board/public group.
- Is there anything online that you wouldn't want a prospective employer (or parent) to see?

Cover Letter / Letter of Application

- One page – business letter format
 - Sample on Careers Centre website
- Sent to named person – find out name of principal
www.education.ie *Find a School*
- Letter should support your CV
- Tailor each letter to that application – mention the specific school in the letter (not ...at your school...)
- Highlight skills and experience – emphasise key content from application form or CV

Applicant Name
Applicant Address

Principal's name
School name
School address

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/school/ why Teaching?** Indicate that you have done some research on this school/organisation; why you are especially interested in working for them (look at what they have to say about themselves on their website). This part of each letter should be tailored specifically to the organisation/employer concerned. Mention the school by name rather than referring to "your school". 1
- (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, willingness to get involved in extra-curricular activities, work well as part of a team and again highlight where you would have shown these skills in the past. Basically you are telling them what you will bring to the job. 2
- (iv) **Sum-up/** Short paragraph - Just mention that you are available for interview at their convenience and you look forward to hearing from them etc 3

Useful Resources

- Readymade Job Search Letters. Lynn Williams, Kogan Page*
- The New C.V. That Gets You Interviewed. Aine Keenan, Wolfhound Press*
- Making Wizard Applications. Chris Phillips , GTI Specialist Publishers*
- The Perfect CV. Tom Jackson & Ellen Jackson, Piatkus Ltd.*
- <http://www.maynoothuniversity.ie/careers/find-job/cv-and-applications>
- <http://gradireland.com/careers-advice/cvs-and-applications/cover-letters-for-graduate-jobs>

* Available in University Library (CAR 650.14)

Ainm an Iarratasóra Seoladh an Iarratasóra

Ainm an Phríomhoide
Ainm na scoile
Seoladh na scoile

Is féidir í a roinnt i gceithre alt

- (i) **Cén Post?** Léirigh an post a bhfuil tú ag cur isteach air (má tá tú ag cur isteach ar phost a bhí fógartha) nó léirigh an cineál poist a mbeadh suim agat ann agus fiafraigh an bhfuil aon oscailtí/fholúntais ábhartha ar fáil.
- (ii) **Cén fáth an eagraíocht/scoil sin/ cén fáth an Mhuinteoireacht?** Léirigh go bhfuil roinnt taighde déanta agat ar an scoil/an eagraíocht seo; an fáth a bhfuil suim faoi leith agat oibriú dóibh (féach ar a bhfuil le rá acu fúthu féin ar a láithreán gréasáin). Ba chóir an chuid seo de gach litir a chur in oiriúint go sonrath don eagraíocht/don fhostóir lena mbaineann sí. Luaigh an scoil as a hainm seachas tagairt di mar "do scoil".
- (iii) **Cad atá le tairiscint agatsa?** Déan gach a dtabharfaidh tú leat chuig an bpost seo a léiriú anseo, na scileanna a forbraíodh ó thaithí ábhartha (i suíomh fostaíochta eile fiú) agus scileanna eile
m.sh. an-díograiseach, scileanna maithe cumarsáide agus eagrúcháin, toilteanach a bheith páirteach i ngníomhaíochtaí seach-churaclaim, a oibríonn go maith mar chuid d'fhoireann agus arís eile tarraing aird ar na háiteanna inar léirigh tú na scileanna seo san am a caitheadh. Go bunúsach tá tú ag tabhairt le fios dóibh gach a mbeidh á thabhairt chuig an bpost agat.
- (iv) **Achoimre/Alt gearr** – Níl ort ach a lua go bhfuil tú ar fáil i gcomhair agallaimh ar a gcaoithiúlacht agus go bhfuil tú ag tnúth le freagra uathu etc

Acmhainní Úsáideacha

- Readymade Job Search Letters. Lynn Williams, Kogan Page*
- The New C.V. That Gets You Interviewed. Aine Keenan, Wolfhound Press*
- Making Wizard Applications. Chris Phillips, GTI Specialist Publishers*
- The Perfect CV. Tom Jackson & Ellen Jackson, Piatkus Ltd.*
- <http://www.maynoothuniversity.ie/careers/find-job/cv-and-applications>
- <http://gradireland.com/careers-advice/cvs-and-applications/cover-letters-forgraduate-jobs>

* Ar fáil i Leabharlann na hOllscoile (CAR 650.14)

17,000 EDUCATION RELATED VACANCIES ADVERTISED ANNUALLY

Currently advertising 418 job posts

Create your free account now on Ireland's largest website dedicated to education recruitment

Register as a Job Seeker

Register as a Job Advertiser

Search For a Job

Select Level

Primary

County

All Counties

Category

All Categories

Status of Post

Any Status

Q Search

SUB SEEKER UPDATES

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 you can contribute to the ethos and success of this school” 1* - cover letter tips
 - “how you think your experience/skill(s) can assist in this particular post” 2 * - cover letter tips
 - “Additional information (not already mentioned) to support your application” 2 / 3 * - cover letter tips

What principals say... Applications

- No spelling mistakes
- Highlight anything that makes you stand out
 - Irish / IT / Art / Music / Dance / Drama / Sport (something that could be offered in after school classes?)
- Highlight any experience you have – even from other areas – good to show any skills that would be useful in a school setting
- Be willing to get involved – co-operation / flexibility
- Keep application forms up-to-date – if applying after results, include results and Teaching Practice grade on form/CV

What principals say...Interviews

Well prepared

- Questions specific to the school – e.g., Website, Twitter, digital school? Ethos? Be familiar with the school.
- Have examples of things you have done to highlight skills
- Mention things you would be willing to do
- Show you willingness to learn and show how you learned from past experiences
- Self-awareness – your strengths – kindness, resilience, building relationships, team-working, communication
- Practice
- Online Interview – Technical set-up, Location, Eye-contact

What principals say...Subbing

Sending your CV to schools

- If possible, drop it in personally (if restrictions allow) – may not meet principal but will see secretary – opportunity to create a good impression
- Indicate when you are available and if this changes let the school know
- If you get a text offering subbing reply asap – even if it is to say not available



Maynooth University
National University of Ireland Maynooth

Search ▾

Book ▾



Queries



Events



Appointm...



Jobs



Forms

Careers Service



Take the next step



We're Open Online

Career

Resources

Resources provided by the Career Development Centre | 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

CoinGlobal
Over 8000+ resources for finding employment abroad

NextStepSupport.org
NextStepSupport for students and recent graduates

ShortList.ie Video Interview Platform
ShortList.ie

Careers Presentations,
Sample CVs,
Careers Information and
Careers Interest Tests can be
accessed through
Resources in Careers Connect

- MU FutureConnect
- Discover Your Career
- Find a Job
- Interviews
- Postgraduate Study
- Useful Resources**
- Careers Centre Presentations
- Careers Videos
- Explore careers in...
- Information Sheets
- **Sample CV's**
- For Employers
- For Academic Staff
- Graduate Career Stories
- About Us
- Archive
- Contact
- FAQs
- News
- People

• [Clone content](#)

We recommend these formats for CV layouts as they allow an employer to easily identify your qualifications, skills and experience. We have also created templates for various subject areas to highlight your specific skills.

Sample CVs

- [General Sample CV](#)
- [Accounting CV](#)
- [Bioinformatics CV](#)
- [Biology CV](#)
- [Biotechnology CV](#)
- [Chemistry CV](#)
- [Computer Science CV](#)
- [CV in Gaeilge - CV in Irish](#)
- [Engineering CV](#)
- [Experimental Physics CV](#)
- [Law CV](#)
- [Media CV](#)
- [Psychology CV](#)
- [Sociology CV](#)
- [Software Engineering CV](#)
- [Skills CV](#)

Education CVs

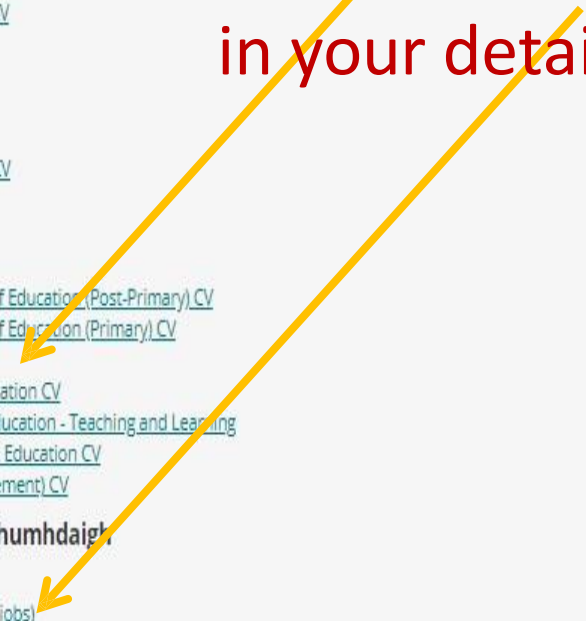
- [Professional Master of Education \(Post-Primary\) CV](#)
- [Professional Master of Education \(Primary\) CV](#)
- [B.Ed. \(Primary\) CV](#)
- [BSc Science with Education CV](#)
- [BA Early Childhood Education - Teaching and Learning](#)
- [BSc Mathematics with Education CV](#)
- [PME \(Finding first placement\) CV](#)

Cover Letter / Litir Chumhdaigh

- [Cover Letter Tips](#)
- [Cover Letter \(Teaching jobs\)](#)
- [Litir Chumhdaigh](#)
- [Litir Chumhdaigh \(Múinteoireacht\)](#)

Action Words

Examples of CVs– in Word docx format – you can save it and then add in your details!





Any Questions ?

- The Careers Service team are here to help you.
 - Careers Connect - mu.ie/careers-connect
 - ✓ CV Reviews
 - ✓ Application Form content reviews
 - ✓ Careers Appointments
- www.maynoothuniversity.ie/careers