

Below are some tips for applying for a role and attending an interview. This is just a brief overview of some things you should consider and is not a definitive list. Remember preparation and professionalism are key.

Curriculum Vitae and Cover Letter Writing Tips

Chose the appropriate style of C.V. for the role you are applying for: Academic, Research, Administration, Professional, Technical, Support Staff.

- Keep it clear and simple, make sure it is not too cluttered with information and is easy to read and follow
- Do not use a variety of fonts, chose a font like Arial, Verdana or Times New Roman
- Avoid text language or slang
- Explain abbreviations, check grammar and spelling
- Do not rely entirely on spell check when proof reading. You should ask someone else to check over it as well as complete the spell check, a second or even third pair of eyes will do the trick
- Read the e-recruitment applicant guidelines and frequently asked questions
- Send the C.V. in the required format. Follow the e-recruitment instructions to ensure it will be received correctly
- Fill in all required sections on e-recruitment form
- Ensure any tracked changes have been accepted and documents finalised before they are uploaded

Types of C.V.

Chronological C.V.

This is a traditional C.V. that links education, work experience, achievements and interests to your relevant skills. This C.V. is particularly effective if you have relevant experience as it highlights the following:

- What you have done
- Who you have worked for
- How you have progressed

Skills Based C.V.

This C.V. is where you will briefly list your education, work experience, achievements and interests in one section, and then outline your relevant skills in a separate 'skills profile'. This C.V. also shows that you have addressed the needs of the employer and have gained all the transferable skills required and is particularly effective when you are trying to demonstrate:

- Your experiences are not obviously relevant
- You have changed jobs frequently and why
- You have a wide range of experiences

- You are looking for a change to career direction

Academic C.V.

This C.V. is designed for a research role, and to demonstrate your academic knowledge and achievements.

The research interest should be comprehensive to people outside your field, but also enough to interest fellow researchers. Ensure you don't neglect your transferable skills and always ensure you use a professional layout.

Academic employers want academic staff who will be motivated team players, who can manage projects, bring funding and communicate professionally. Recommended headings include:

- Dissertation Research abstracts
- Research interests
- Area of expertise
- Teaching experience
- Administrative experience
- Publications
- Presentations
- Conferences attended
- Professional membership
- Fellowship awards

Cover letters

You should send a cover letter with your C.V. wherever possible. The letter should demonstrate your motivation, skills and commitment.

- Tailor the letter to suit the job you are applying for
- Show that you have researched the role, the organisation and the sector
- Outline why you are attracted to the specific opportunity
- Highlight your unique selling points
- Don't forget to upload it to e-recruitment
- One A4 page should be enough, it is a summary of key experience, roles etc.
- Address the letter to the correct person
- Include your contact details
- Ensure you have checked the grammar and spelling the same way you did for your C.V.
- Use a professional tone, and link the writing style to the sector. Use a positive, formal introduction which outlines how you heard about the role
- Outline why you are interested in the role and the organisation
- Highlight your key skills and experience
- End the letter positively

Completing the Application Form

Read the e-Recruitment application Guidelines before you complete the online application form.

https://www.maynoothuniversity.ie/sites/default/files/assets/document/eRecruitment%20Applicant%20Guidelines.FINAL_0.pdf

Interview Tips

Identify how you match the requirements: It might be a good idea to think of examples around the job duties too. The board are likely to ask you questions based on the job duties as well as the criteria so it's important you are prepared.

What the interview board will notice

- Poise
- Alertness
- Ability to express yourself
- Mannerisms
- Knowledge and Skills

General rules

Do not:

- Criticise your (former) employer
- Run down your present job
- Use profanities
- Interrupt
- Interview the interviewer
- Argue

Do:

- Maintain eye contact
- Smile
- Always tell the truth
- Use the interviewers' names
- Get to the point - do not waffle

Identify how you match the requirements

The Criteria	Me
To develop and enhance internal & external communications	Excellent Communicator example of when you used your communication skills

Do you have any questions?

Most interviews will end with the interviewer asking you this. While there is no need to feel pressured into saying something, it is good to ask your interviewers a question or two as it shows an interest. Here are some questions you might consider asking:

When can I expect to hear your decision?

What is the team like?

What's the best thing about working here?

What is the strategic focus of this role?

How did the role become available?

Finally, remember...

Always say 'please' and 'thank you'

Look as smart as possible

Do your best

RELAX – nerves are understandable but don't let them ruin your interview. Be yourself and don't try to 'second guess' your interviewer.