



**Maynooth
University**

National University
of Ireland Maynooth

Make your CV stand out

Natasha Marron



Career Development Centre

An tIonad Forbartha Gairmeacha
Career Development Centre





Slides from presentation are available on our website and on Moodle



Career Development Centre

MU FutureConnect

Discover Your Career

Find a Job

Interviews

Postgraduate Study

Useful Resources

For Employers

For Academic Staff

Graduate Career Stories

View

Edit

Revisions

Access control

At Maynooth University, the Career Development Centre provides a service that is student-focussed, professional and informative. Whether you are visiting the help-desk to ask questions, attending our Career Talks or Employer presentations, helping yourself to Free take-away literature, using the computers in the Career Development Centre Information Room for assessment tests/careers work or talking with us in a one-to-one meeting, we are happy to assist you and work with you as you progress through the steps in discovering your career.

MU FutureConnect

Career Development Centre

MU FutureConnect

mu.ie/careers-connect

- Ask a question
- Find Jobs
- Search Events
- Careers Meetings

Objectives of Session

How to write a:

- Strong CV

- Cover Letter

Your CV has **ONE** job to do

- To get you an interview



CV Structure

Sections for :

- Career Objective/Statement (optional)
- Education
- Employment
- 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.

Functional/Skills CV

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

Your CV – the Basics

- 2 pages maximum, no cover
- Clear font – don't over stylise
- Your NAME across top – no need to say it is a CV
- Reverse chronological order – list most recent first

Your CV – the basics

- Start with most relevant information
- Avoid “I”
- Positive Language
- Proof read a few times
 - Spell check not always reliable

Your CV – the basics

- Focussed – tailor to the job
 - Highlight relevant aspects of your experience (Skills and Responsibilities) to support your application
- Age, gender, date of birth, marital status – not necessary – leave out
- Use Headings and Bullet Points
- Presentation – unbound, quality paper
 - White/off white, laser printed

CV - Common Errors

- Spelling errors...Principal
- Too much or too little information
- Poor presentation
- Not tailored to the position

CV Presentation Guidelines

- 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 (2010 – 2014) 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

EDUCATION

2017 to date National University of Ireland, Maynooth, Co Kildare.
BA Early Childhood – Teaching & Learning
Expected Result: 2.1 Honours
Teaching Practice Grade:

ADDITIONAL SKILLS

Competent user of Microsoft Office, Internet and E-mail.
TEFL Certificate (CELTA)

RELEVANT EXPERIENCE

- January 2019 Tiny Treasures, Dungloe, Co Donegal
Early Childhood Educator (Trainee)
- Establish and enforce rules for behaviour, and procedures for maintaining order.
 - Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
 - Read books to entire classes or to small groups.
 - Teach basic skills such as colour, shape, number and letter recognition, personal hygiene, and social skills.
 - Observe and evaluate children's performance, behaviour, social development, and physical health.
 - Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- October 2018 Busy Bees, Clane, Co Kildare
Childcare / Pre-school worker
- Plan and implement activities, as a member of the childcare team, that meet the physical, emotional, intellectual and social needs of the children attending the centre, particularly in line with the Aistear Pre-school Curriculum Framework
 - Provide nutritious snacks and lunches
 - Provide appropriate activities and ensure the use of adequate equipment
 - Ensure equipment and the facility are clean, well maintained and safe at all times
 - Provide weekly and monthly schedules of activities
 - Develop culturally appropriate programs and activities
 - Develop activities that introduce math and literacy concepts
 - Establish policies and procedures including acceptable disciplinary policies

VOLUNTARY WORK/COMMUNITY INVOLVEMENT

- June 2015 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 2018 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 2017 – 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

- 2018 – 2020 Trampoline Club (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 Dungloe GAA Camogie Team
 - Partake in weekly aerobics, Khai-bo, spinning and circuit training classes

REFEREES

Dr Jane Smyth,
Lecturer,
Froebel Department of Early Childhood
and Primary Education,
Maynooth University
Maynooth, Co. Kildare.
Tel: (01) 123456
E-mail: Jane.smyth@mu.ie

Ms Norah Jones,
Manager
Tiny Treasures Montessori,
Dungloe,
Co. Donegal
Tel: (01) 12345
email: njones@iol.ie

Content

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

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

EDUCATION

2017 to date

National University of Ireland, Maynooth, Co Kildare.

BA Early Childhood – Teaching & Learning

Expected Result: 2.1 Honours

Teaching Practice Grade:

ADDITIONAL SKILLS

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

TEFL Certificate (CELTA)

RELEVANT EXPERIENCE

January 2019

Tiny Treasures, Dungloe, Co Donegal

Early Childhood Educator (Trainee)

- Establish and enforce rules for behaviour, and procedures for maintaining order.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Read books to entire classes or to small groups.
- Teach basic skills such as colour, shape, number and letter recognition, personal hygiene, and social skills.
- Observe and evaluate children's performance, behaviour, social development, and physical health.
- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.

October 2018

Busy Bees, Clane, Co Kildare

Childcare / Pre-school worker

- Plan and implement activities, as a member of the childcare team, that meet the physical, emotional, intellectual and social needs of the children attending the centre, particularly in line with the Aistear Pre-school Curriculum Framework
- Provide nutritious snacks and lunches
- Provide appropriate activities and ensure the use of adequate equipment
- Ensure equipment and the facility are clean, well maintained and safe at all times
- Provide weekly and monthly schedules of activities

Education

- Start with most recent
- 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

Education

- 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
- If you want to list your modules include this in an appendix (page 3)

Skills

- Organise skills under relevant headings
e.g.
 - Computer
 - Professional
 - Administrative
 - Languages
 - Technical

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

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
 - 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

2018 – to date Maynooth University, Maynooth, Co. Kildare.
B.A. (Honours) History & Anthropology
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

-



Browse by letter

Power statements...

www.prospects.ac.uk



A

- Academic librarian
- Academic researcher
- Accommodation manager
- Accounting technician
- Acoustic consultant
- Actor
- Actuarial analyst
- Actuary
- Acupuncturist
- Adult guidance worker
- Adult nurse
- Advertising account executive
- Advertising account planner

Search online for job description details

WHAT WILL I BE DOING?

You will be working in a retail environment and will be expected to help customers with all their shopping requirements. Sales assistants work in an extremely fast-paced sector and you can expect every single working day to be completely different. Unlike those who work behind desks or sit in office meetings, you will be at the front line helping customers directly. Here is a quick look at your job requirements as a sales assistant:

- Advising & serving customers.
- Processing payments.
- Assisting customers in order to help them find what they need.
- Ensuring stock levels are well maintained.
- Promoting store cards or special offers.
- Providing customers with information on pricing and product availability.
- Arranging window displays.
- Handling customer complaints or handing customers on to management.

You will be expected to have an outgoing personality and possess excellent knowledge of the company's products and services. It may also be necessary to have a good working knowledge of computer systems and other machines relevant to the role.

*Ready to take the next step to becoming a **Sales Assistant**? Check these [Sales Assistant jobs](#) and apply!*

Waiter/Waitress responsibilities include:

- Providing excellent wait service to ensure satisfaction
- Taking customer orders and delivering food and beverages
- Making menu recommendations, answering questions and sharing additional information with restaurant patrons
- Greet and escort customers to their tables
- Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- Prepare tables by setting up linens, silverware and glasses
- Inform customers about the day's specials
- Offer menu recommendations upon request
- Up-sell additional products when appropriate
- Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization
- Check customers' IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages
- Communicate order details to the Kitchen Staff
- Serve food and drink orders
- Check dishes and kitchenware for cleanliness and presentation and report any problems
- Arrange table settings and maintain a tidy dining area

Social researcher

ADVERTISE

Social researcher

Designs, manages and undertakes research projects that aim to investigate social issues such as employment, unemployment, gender, health, education and social policy.

Job description

Social researchers work on behalf of client organisations to design, formulate, implement and manage social research projects. These involve exploring sociological theories by designing and carrying out surveys, interviews and focus groups. The results of these projects are used by companies, governments and various authorities to gather the opinions of populations and present statistical evidence for or against particular issues of political or commercial significance. The work carried out by social researchers can play a vital role in the democratic process, as well as in the management and actions of major organisations. The research helps to form opinions and shape policy and legislation.

Researchers rely on a variety of methods (including qualitative and quantitative sampling), which they must be able to employ professionally, with painstaking attention and complete impartiality.

Work activities

- Taking a brief and using appropriate and creative methodologies to design research projects using quantitative and qualitative methods.
- Tendering for research contracts.
- Carrying out or directing fieldwork to gather information.



Latest vacancies on gradireland



Student Marketing Executive (Ireland)

gradireland

24/07/2020

Immediate job

VIEW ALL

Other Qualifications

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

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

July 2017 – 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

2018 – 2020

Trampoline Club (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 Dungloe GAA Camogie Team
- Partake in weekly aerobics, Khai-bo, spinning and circuit training classes

REFEREES

Dr Jane Smyth,
Lecturer,
Froebel Department of Early Childhood
and Primary Education,
Maynooth University
Maynooth, Co. Kildare.
Tel: (01) 123456
E-mail: Jane.smyth@mu.ie

Ms Norah Jones,
Manager
Tiny Treasures Montessori,
Dungloe,
Co. Donegal
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 that you are applying for
 - Give their contact details: Phone, address, email
- State title
 - Manager, Principal, Lecturer, Supervisor, HR Manager

Language

- Use of words sets the tone of the application
- Positive vs. Negative language
 - I have a few skills
 - I have a number of skills

 - Tried to attend most meetings
 - Attended most meetings

Be Aware of Your Digital Footprint!

- Everything on the Internet that's about you:
 - Profile on Facebook, 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
- 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

Cover letter: **Main areas of error**

- Not having one!
- Wrong recipient or no recipient
- Not tailored to the job spec
- Too long (one page max)
- Typos and incorrect grammar

Applicant Address

Company Address

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. Basically you are telling them what you will bring to the job.
- (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

Finding Employment- Ireland

- Careers Centre website (Find a Job)
 - <https://www.maynoothuniversity.ie/careers/find-job/jobs>
- www.earlychildhoodireland.ie/jobs
- www.childcare.ie
- Job websites
- Newspapers

Finding Employment-UK

- Careers Centre website (Find a Job)
- Teaching post websites (e.g. <http://www.educationcareers.ie>)
- **Teacher Recruitment Agencies** will advertise via the Career Development Centre website and occasionally through the Froebel Department
- Be clear on what you are applying for
 - Employed by school/nursery (also advertised on www.maynoothuniversity.ie/careers/find-job) or by agency
 - One year contract (employed by recruitment agency)
 - Supply cover??

Some questions to ask Recruitment Agencies

- How long is the contract?
- Will I be employed by the recruitment agency or the school/nursery?
- How does supply cover work? Will be in a different school or with a different class each day/ each week?
- What are the arrangements regarding Holiday Pay?



www.maynoothuniversity.ie/careers

Use your Maynooth University Log-in

- Career Development Centre
- MU FutureConnect
- Discover Your Career
- Find a Job
- Interviews
- Postgraduate Study
- Useful Resources**
- For Employers
- For Academic Staff
- Graduate Career Stories

View Edit Revisions Access control

At Maynooth University, the Career Development Centre provides a service that is student-focussed, professional and informative. Whether you are visiting the help-desk to ask questions, attending our Career Talks or Employer presentations, helping yourself to Free take-away literature, using the computers in the Career Development Centre Information Room for assessment tests/careers work or talking with us in a one-to-one meeting, we are happy to assist you and work with you as you progress through the steps in discovering your career.

MU FutureConnect

MU FutureConnect

mu.ie/careers-connect

- Ask a question
- Find Jobs
- Search Events
- Careers Meetings

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

Contact

Events

FAQs

News

People

Sample CVs

- [General Sample CV](#)
- [Accounting CV](#)
- [Bioinformatics CV](#)
- [Biology CV](#)
- [Biotechnology CV](#)
- [Chemistry CV](#)
- [Computer Science CV](#)
- [Engineering CV](#)
- [Finance CV](#)
- [Internships CV \(Accounting, Business, Economics, Finance\)](#) (Accounting, Business, Economics, Finance)
- [Law CV](#)
- [Media CV](#)
- [Physics CV](#)
- [Psychology CV](#)
- [Sociology CV](#)
- [Skills CV](#)

Education CVs

- [Professional Master of Education \(Post-Primary\) CV](#)
- [BSc Science Education CV](#)
- [BEd. CV](#)
- [Professional Master of Education \(Primary\)CV](#)
- [BA Early Childhood - Teaching & Learning CV](#)

Cover Letter

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

Action Words

- [Power Words](#)
- [Positive Action Words](#)

Personal Statements

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



Sample CVs

- [General Sample CV](#)
- [Accounting CV](#)
- [Bioinformatics CV](#)
- [Biology CV](#)
- [Biotechnology CV](#)
- [Chemistry CV](#)
- [Computer Science CV](#)
- [Engineering CV](#)
- [Finance CV](#)
- [Internships CV \(Accounting, Business, Economics, Finance\)](#) (Accounting, Business, Economics)
- [Law CV](#)
- [Media CV](#)
- [Physics CV](#)
- [Psychology CV](#)
- [Sociology CV](#)
- [Skills CV](#)

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

Education CVs

- [Professional Master of Education \(Post-Primary\) CV](#)
- [BSc Science Education CV](#)
- [BEd. CV](#)
- [Professional Master of Education \(Primary\)CV](#)

Cover Letter

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

Further Information?

- www.maynoothuniversity.ie/careers
- CV Review ? – Contact us

Any Questions ?

- Please use [MU FutureConnect](#) to send your questions to our careers advisers - [Find out more here](#)



mu.ie/careers-connect