



**Maynooth
University**

National University
of Ireland Maynooth

Make your CV stand out

Natasha Marron
Careers Adviser



Career Development Centre

An tIonad Forbartha Gairmeacha
Career Development Centre



Maynooth University Career Development Centre

Home / Career Development Centre



Slides from this presentation available on our website

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

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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.

Employers

MU FutureConnect >

Career Development Centre

MU FutureConnect

mu.ie/careers-connect

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

[Find out more here!](#)

Objectives of Session

How to write a:

- Strong CV
- Cover Letter

Your CV has **ONE job** to do

- To get you an interview



- When looking for placement your CV represents you – this could be all a principal knows/will know about you

CV Structure

Sections for :

- Career Objective/Statement (optional)
- Teaching Subjects and Levels
- 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.

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

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
- Your NAME across top – no need to say it is a CV

Your CV – the basics

- Reverse chronological order – list most recent education and experience first
- Avoid “I”
- Positive Language – Power words
- Proof read a few times
 - Spell check not always reliable

Your CV – the basics

- Focussed – tailor to the position
 - 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

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

Term Address: 29 Hill Street, Leixlip, Co. Kildare.
(01) 123 4567
Email: justincase@gmail.com / Justin.case@maynoothuniversity.ie
Home Address: 20 Good Street, Sometown, Co. Cork.
(021) 123 456

TEACHING SUBJECTS

Geography and History (Leaving & Junior Certificate)

EDUCATION

2017 to date
Maynooth University
Professional Master of Education (Post-Primary)

2013 to 2017
Maynooth University
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 2017
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 2016
Computer Centre, Maynooth University, Maynooth, Co. Kildare.
Clerical Assistant

- Dealt with 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

2014 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 conversational German course
- Full Driving License
- Completed First Aid course (2012)

INTERESTS AND ACTIVITIES

University:
3rd Year Geography Class Representative (2016-2017)

- 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 (2016)

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Tennis

Chairperson of Old Town Junior Tennis Club 2016 to date

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- Trained underage teams

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Irish Dancing

- Competed in World and National Dance Championships

OTHER ACHIEVEMENTS

President's Award – Silver (2012)

- 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
National University of Ireland Maynooth
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

Content

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

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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

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

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

VACATION EMPLOYMENT

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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
 - 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

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justincase@gmail.com / Justin.case@maynoothuniversity.ie

EDUCATION

2012 – to date Maynooth University
B. A. English and History
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

Jobs and work experience

Postgraduate study

Careers advice

Applying for university

Log in Register



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

- Preparing lessons that cater to the needs of the entire ability range in your class.

Secondary School

In this role you will be teaching children right up to the age of 18 when they complete their Leaving Cert exams. You must encourage a healthy culture of learning but unlike Primary School teachers, you usually specialise in a given subject. For example, you may decide to become a History or English teacher and you must prepare lessons for first year student's right through to Leaving Cert exams. Typical duties include:

- Correcting homework and providing students with appropriate feedback.
- Preparing pupils for exams.
- Supporting pupils on a personal basis through academic or personal difficulties.
- Selection and use of a variety of learning resources and equipment.
- Liaising with other professionals such as career advisors.
- Communicating with parents during parent/teacher meetings.

Is There Anything Else?

Although it depends on the school's hours, you will have five and a half hours of classroom time a day. This may or may not include time spent on playground supervision. You will spend extra time preparing lessons and correcting homework outside of regular school hours and you must attend parent/teacher meetings.

JOBS

**Go
wit**

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
- 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

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REFEREES

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Lecturer

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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

Importance of Referees

- Two normally (at one academic referee)
- 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 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 – 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
- Spell check / grammar check

Principal's name
School name
School address

Applicant Name
Applicant 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".
- (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.
- (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

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)



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Ag Ollscoil Mhá Nuad, cuireann an **tionad Forbartha Gairmeacha** seirbhís ar fáil atá dírithe ar mhic léinn, seirbhís atá proifisiúnta agus faisnéiseach. Más eolas ón deasc chabhreach atá uait, má tá spéis agat freastal ar chainteanna faoi ghairmeacha beatha nó ar chuir i láthair ó fhostóirí, nó más bileoga eolais saor in aisce atá uait, táimid lán sásta cabhrú agus oibriú leat agus tú i mbun taighde ar do rogha gairme.

www.maynoothuniversity.ie/careers
Use your Maynooth University Log-in

gradireland live - Dublin

Thursday 15 Feb 2018
12.00 pm - 6.30 pm
gradireland (live)
Main Hall, RDS
live.gradireland.com

For all students and graduates the new gradireland live event is an opportunity to explore your future career path. Meet Graduate recruiters with jobs & internships, postgraduate study course providers, attend skills workshops & talks etc.

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](#)

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 \(Teaching jobs\)](#)

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



PME Placement

- Send CV, Cover Letter and Placement Cover Sheet
- In cover sheet briefly highlight relevant material – you can give more detail in your CV/Cover letter

PME Placement

- Challenges....
- It is common that employers will not respond quickly or not at all to applicants
- Schools/ Principals are very busy and PME placements may not be on their agenda at this stage in the school year

PME Placement

- Make life easy for them
- Give them all the information they need
- Follow up professionally

PME Placement

What can you do?

- Good CV, Cover Letter,
- Clear cover sheet with relevant information
- CV review if you feel this is necessary

– careers@nuim.ie

PME Placement

- Start with a small number of applications
- Target applications very specifically to schools
- Name the school and principal
- Show that you know about the work of the school (website, programmes offered, successes experienced etc)
- Mention any specific contacts/links you have within the school

What Principals say works...

- Emailing cold to every school on list not best to make yourself stand out.
- If you have Gaeilge, Physics, French you may be successful via email as these areas most desirable.
- Year 2 PME's should reflect their Year 1 learning, why applying to that particular school, what they are bringing to the school, how they fit with the school, identify their potential extra-curricular talents, ideas, creativity.. etc.
- PME's should aim to have very clear concise emails, their subjects for PME should be seen at a glance in both CV and cover letter/email.
- PME's should prepare for interviews with principals/deputies
- PME's when/if dropping applications in to a school should create positive impression, from reception onwards..reception often pass on their observations too!
- PME's if they are using email should show individuality, links to the school, ask for an interview etc.
- Importance of persevering and using contacts

What PME students say works...

“Late December I had a list of 10 schools meeting the right criteria and within a reasonable commuting area to where I am living. I rang the schools asking for the **principal’s email** not the schools reception email. ”

“I emailed the 10 simply just outlining I am looking for 2nd year placement and my placement needs for next year. The document Tom emailed before Christmas I attached to the email along with my C.V. ”

“During the week off between end of block and start of second semester in college I put my CV, cover letter and the one page document Tom emailed us into a envelope. I went around and handed in a hard copy of all the documentation to the schools. ”

“All of the 10 schools secretaries said, I was to early/ Not sure if taking on etc.”

“About a week after I handed the hard copies around I then phoned around asking had the principal received it?; How close to making a decision is the school, etc?” **Basically just following up in a professional and polite manner**

“I then left it at that. It took three months for schools to get back but I got 2 interviews out of it. Both said they can take me.”

“I felt a focused personalised approach to a hand full of relevant schools worked better in comparison to blanketing general generic emails to 100s of schools. By that I mean the 10 emails I sent were addressed the principals by name and I put some relevant information about the school into the email such as *' I see from your website that your under 15s football team just won the cup I coach myself and would be interested in getting involved' "*

PME Placement

Networking

- Make a list of contacts
 - Your current principal
 - Teachers in your current school
 - Principal and teachers in your own PP school
 - Classmates
 - Contacts outside university/schools (friends/family/community)
 - Contacts from school extra-curricular activities (e.g. football, debates etc)

PME Placement

- Can be discouraging if it is taking time to find a placement
- Target your applications
- Talk to the Education Department
- CV Review (Careers Centre) if desired

Further Information?

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

Any Questions ?

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



mu.ie/careers-connect