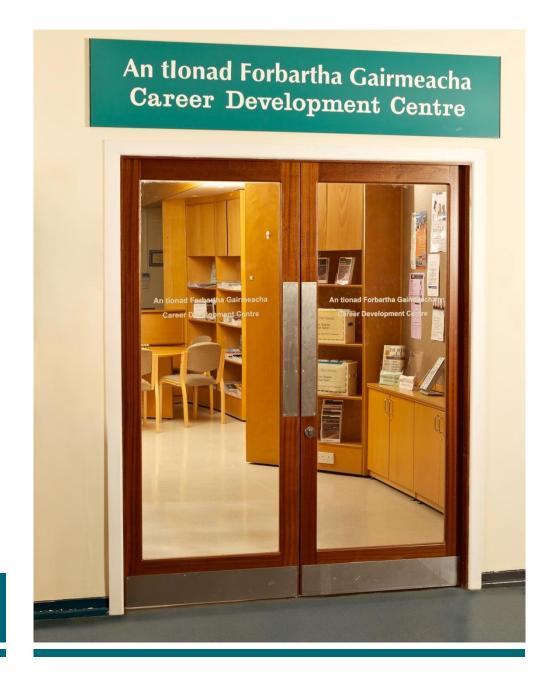


# Make your CV stand out

Natasha Marron Careers Adviser

Career Development Centre



Content Structure People Conflouration Help

#### **Maynooth University Career Development Centre**

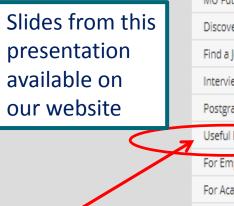
Home / Career Development Centre

Career Development Centre

Graduate Career Stories



Access control



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

Edit Revisions



# 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





3 - | - 2 - | - 1 - | - 2 - | - 13 - | - 2 - | - 3 - | - 4 - | - 5 - | - 6 - | - 7 - | - 8 - | - 9 - | - 10 - | - 11 - | - 12 - | - 13 - | - 14 - | - 15 - | - | - | - 127 - | - 18 -

#### 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.

#### TEACHING SUBJECTS

Geography and History (Leaving & Junior Certificate)

**EDUCATION** 

Maynooth University 2017 to date

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 bindina
- · 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)

- Had responsibility for keeping accounts and for all lodgments
- · Signatory on society cheque-book

#### Member – Geographical Society, Maynooth University (2014 to date)

- Attended Society meetings and events
- Volunteered to operate Society Stand on Maynooth University Clubs & Societies Day

#### Professional

- Member Dyslexia Association of Ireland (formerly ACLD)
- Student Subscriber British Psychological Society

#### Sports:

Tennis

#### Chairperson of Old Town Junior Tennis Club 2016 to date

- · Arranged presentation dinner dance
- · Negotiated sponsorship for club and county teams
- · Trained underage teams

#### Cultural:

#### 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

Mr John Smith Manager Temple Bar Hotel Dublin 2

National University of Ireland Maynooth Tel: 01 -202 4545 Maynooth, Co. Kildare Email: jsymth@tbh.ie

Tel: 01 708 2163 Email: ellen.oflynn@mu.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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(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
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- 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













# **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

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
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#### OTHER QUALIFICATIONS

- T.E.F.L. qualification (RSA)
- Completed conversational German course
- Full Driving License
- Completed First Aid course (2012)

# **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 <u>www.maynoothuniversity.ie/careers/Useful-</u> 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



29 Hill Street, Leixlip, Co. Kildare,

(01) 123 4568

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
- > Footoring 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



#### Α

- 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:

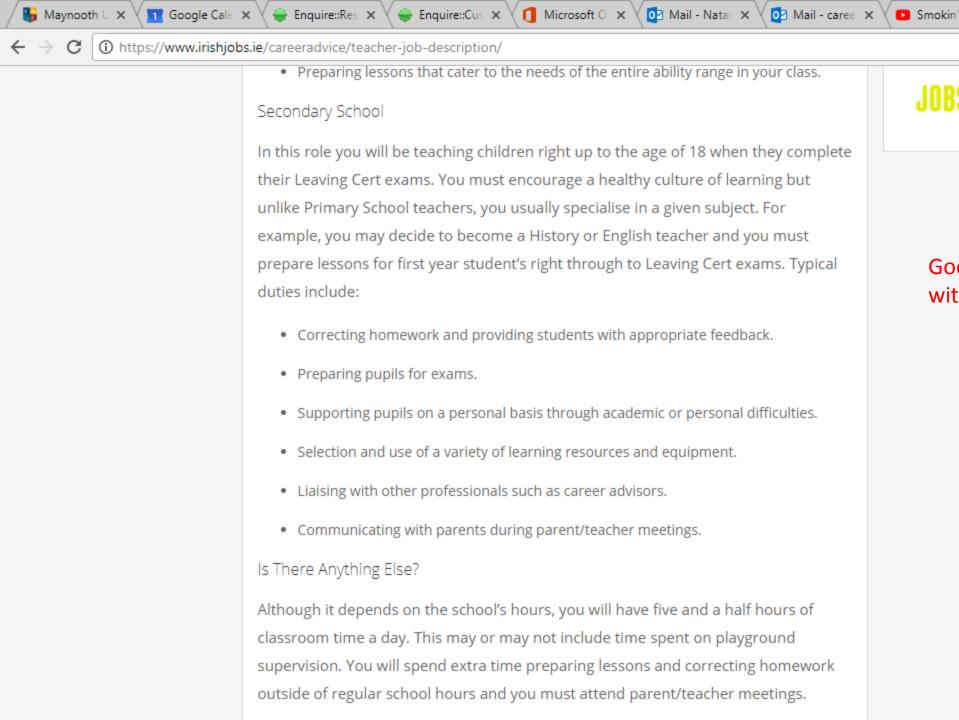
- · Advising & serving customers.
- · Processing payments.
- · Assisting customers in order to help them find what they need.
- · Ensuring stock levels are well maintained.
- Promoting store cards or special offers.
- · Providing customers with information on pricing and product availability.
- · Arranging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

#### 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.



# **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





#### INTERESTS AND ACTIVITIES

#### University:

#### 3<sup>rd</sup> 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)

- · Had responsibility for keeping accounts and for all lodgments
- Signatory on society cheque-book

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- · Attended Society meetings and events
- Volunteered to operate Society Stand on Maynooth University Clubs & Societies Day

#### Professional

- Member Dyslexia Association of Ireland (formerly ACLD)
- Student Subscriber British Psychological Society

#### Sports:

#### Tennis

#### Chairperson of Old Town Junior Tennis Club 2016 to date

- · Arranged presentation dinner dance
- Negotiated sponsorship for club and county teams
- Trained underage teams

#### Cultural:

#### 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 Mr John Smith

Lecturer Manager

Department of Physics Temple Bar Hotel

Maynooth University Dublin 2

National University of Ireland Maynooth

Tel: 01 -202 4545

Maynooth, Co. Kildare

Tel: 01 -202 4545

Email: jsymth@tbh.ie

Tel: 01 708 2163

Email: ellen.oflynn@mu.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 <u>www.education.ie</u> 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





Google Calendar

Imported From Firefo

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".
- (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**

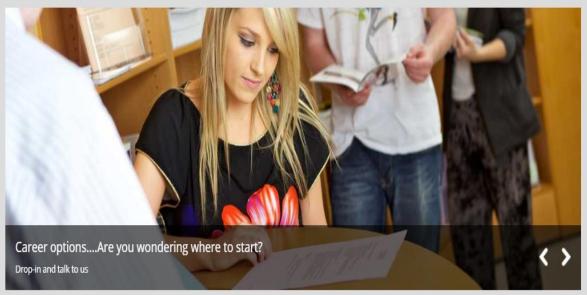
- · Readymade Job Search Letters. Lynn Williams, Kogan Page\*
- The New C.V. That Gets You Interviewed. Aine Keenan, Wolfhound Press\*
- Making Wizard Applications. Chris Phillips , GTI Specialist Publishers\*
- The Perfect CV. Tom Jackson & Ellen Jackson, Piatkus Ltd.\*
- http://www.maynoothuniversity.ie/careers/find-job/cv-and-applications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

<sup>\*</sup> Available in University Library (CAR 650.14)



Home / Career Development Centre

News



Revisions Access control Career Development Centre gradireland live - Dublin > Discover Your Career At Maynooth University, the Career Development Centre provides a service that is student-focussed, professional and informative. Whether you Find a Job are visiting the help-desk to ask questions, attending our Career Talks or Interviews Employer presentations, helping yourself to Free take-away literature, using Thursday 15 Feb 2018 12.00 pm - 6.30 pm Postgraduate Study the computers in the Career Development Centre Information Room for gradireland (live assessment tests/careers work or talking with us in a one-to-one meeting, Useful Resources we are happy to assist you and work with you as you progress through the Main Hall, RDS For Employers steps in discovering your career. Ag Ollscoil Mhá Nuad, cuireann an tIonad Forbartha Gairmeacha seirbhís For Academic Staff ar fáil atá dírithe ar mhic léinn, seirbhís atá proifisiúnta agus faisnéiseach. Graduate Career Stories Más eolas ón deasc chabhrach atá uait, má tá spéis agat freastal ar For all students and graduates the chainteanna faoi ghairmeacha beatha nó ar chuir i láthair ó fhostóirí, nó new gradireland live event is an más bileoga eolais saor in aisce atá uait, táimid lán sásta cabhrú agus oibriú About Us opportunity to explore your future leat agus tú i mbun taighde ar do rogha gairme. career path. Meet Graduate Contact www.maynoothuniversity.ie/careers recruiters with jobs & internships, Events Use your Maynooth University Log-in postgraduate study course providers, attend skills workshops FAQs & 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** BSc Science Education CV BEd. CV Cover Letter Cover Letter Tips

tions

es

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

- Professional Master of Education (Post-Primary) CV
- Professional Master of Education (Primary)CV

 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



- 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





Make life easy for them

Give them all the information they need

Follow up professionally





### 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





- 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 PMEs 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.
- PMEs 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.
- PMEs should prepare for interviews with principals/deputies
- PMEs when/if dropping applications in to a school should create positive impression, from reception onwards..reception often pass on their observations too!
- PMEs 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' "





### 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)





- 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

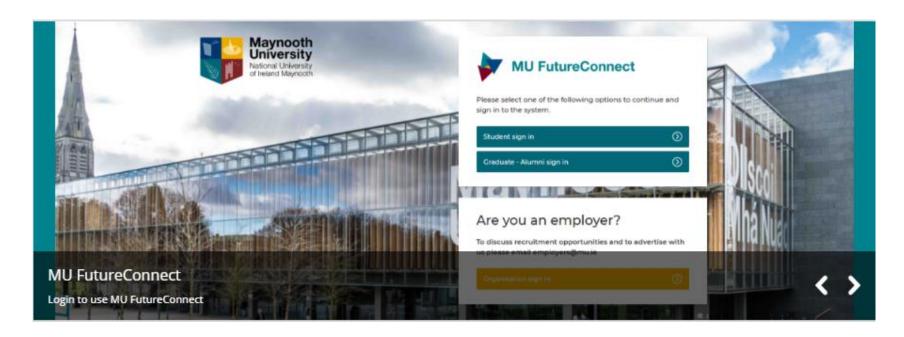
CV Review – Contact us





# **Any Questions?**

 Please use <u>MU FutureConnect</u> to contact our careers advisers - Find out more here



mu.ie/careers-connect



