



**Maynooth  
University**

National University  
of Ireland Maynooth

**CV:**

**PME**

**Placements**



Career Development Centre

**An tIonad Forbartha Gairmeacha  
Career Development Centre**



An tIonad Forbartha Gairmeacha  
Career Development Centre

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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

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Revisions

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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.

MU FutureConnect

Career Development Centre

MU FutureConnect

[mu.ie/careers-connect](http://mu.ie/careers-connect)

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

# Your CV has **ONE** job to do



- 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.
- Includes some skills

## Skills CV

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

**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 – Arial / Calibri works better than New Times Roman
- Your NAME across top – no need to say it is a CV
- Age, gender, date of birth, marital status – not necessary – leave out
- Usually reverse chronological order
  - list 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

# CV Presentation Guidelines

- Focussed – 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 (2016 – 2018) don’t need day/month

## JUSTIN CASE

Home Address: 1 Hill Street Park, Johnstown, Co Meath.  
Term Address: 2 Park Ave, Maynooth, Co Kildare.  
Tel: +353 1 123456 (home) / +353 86 123456 (mobile)  
Email: [justin.case.2018@mumail.ie](mailto:justin.case.2018@mumail.ie) / [Justin\\_Case@hotmail.com](mailto:Justin_Case@hotmail.com)

### TEACHING SUBJECTS

English and History (Leaving & Junior Certificate)

### EDUCATION

2018 to date

Maynooth University  
**Professional Master of Education**

2014 - 2018

Maynooth University  
**BA in English and History**  
2.1 Honours  
Additional First Year Subject: French

### SKILLS

#### 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

#### IT

- Familiar with various learning support packages
- Competent user of Microsoft Office, Internet/email

### RELEVANT EXPERIENCE

Sept 2019 - to date

High School, Navan, Co Meath  
**Student Teacher**  
**Leaving Certificate History and English, Junior Certificate History**

- Plan lesson outlines
- Deliver lessons based on subject curriculum
- Prepare and develop various teaching aids
- Grade tests and papers, record grades, check homework
- Classroom supervision.
- Trained U-14 Girls Football team

Summer 2018

Studio 3, Alicante, Spain  
**TEFL Teacher**

- Prepared students from beginner to advanced level for Cambridge Examinations
- Collaborated with other teachers in the preparation of lesson plans and mock examinations

### VOLUNTARY WORK/COMMUNITY INVOLVEMENT

June 2016 to date

Foroige 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 Foroige procedures for safe practice in work with young people

### VACATION EMPLOYMENT

Summer 2017

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

### OTHER EMPLOYMENT

Summer 2016

Memorial Hospital, Navan, Co Meath

#### Clerical Officer, Medical Records

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

Sept 2017-May 2018

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

2014 – 2017

Modern Languages Society Committee (Maynooth University)

#### Member

- Organised social events
- Sold event tickets
- Prepared and distributed advertising material
- Arranged and promoted conversational language classes for non-language students

### INTERESTS

#### Music:

- Royal Irish Academy of Music Diploma in Piano

#### Sports:

- Weekly aerobics, Khai-bo, spinning and circuit training classes

### REFEREES

Dr Spock,  
Lecturer,  
Department of History  
Maynooth University,  
Maynooth,  
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Tel: (01) 123456  
E-mail: [spock@mu.ie](mailto:spock@mu.ie)

Ms Norah Jones,  
Principal,  
High School,  
Navan,  
Co Meath.  
Tel: (01) 12345  
email: [njones@iol.ie](mailto:njones@iol.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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### Team working

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- Liaised with other professions at various stages of project



Career Development Centre

# 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
- 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.

# 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

## **RELEVANT EXPERIENCE**

Sept 2019 - to date

High School, Navan, Co Meath

### **Student Teacher**

#### **Leaving Certificate History and English, Junior Certificate History**

- Plan lesson outlines
- Deliver lessons based on subject curriculum
- Prepare and develop various teaching aids
- Grade tests and papers, record grades, check homework
- Classroom supervision.
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Summer 2018

Studio 3, Alicante, Spain

### **TEFL Teacher**

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- Collaborated with other teachers in the preparation of lesson plans and mock examinations

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### **Leader**

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- 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

# Skills

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

# JUSTIN CASE

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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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- 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

# 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](http://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
  - Teaching
  - 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

Jobs and work experience

Postgraduate study

Careers advice

Applying for university

Log in Register



Browse by letter

Power statements...

[www.prospects.ac.uk](http://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

## POSITIONS OF RESPONSIBILITY

2014 – 2017

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### Member

- Organised social events
- Sold event tickets
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## INTERESTS

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- Weekly aerobics, Khai-bo, spinning and circuit training classes

## REFEREES

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Lecturer,  
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E-mail: [spock@mu.ie](mailto:spock@mu.ie)

Ms Norah Jones,  
Principal,  
High School,  
Navan,  
Co Meath.  
Tel: (01) 12345  
email: [njones@iol.ie](mailto: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 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](http://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

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

# Maynooth University Career Development Centre

Home / Career Development Centre



[www.maynoothuniversity.ie/careers](http://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

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MU FutureConnect >

Career Development Centre

MU FutureConnect

[mu.ie/careers-connect](http://mu.ie/careers-connect)

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

[Find out more here!](#)

## 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 y  
details!



# PME Placement

- Send CV, Cover Letter / 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
- Particularly at busy times of the year it may take principals some time to respond to you
  - Some may not respond!



# PME Placement

- Make life easy for them
- Give 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@mu.ie](mailto:careers@mu.ie) or book a careers meeting

# PME Placement

- Start with a small number of applications
- Target applications very specifically to schools
- Name the school and principal in your cover letter
- Show that you know about the work of the school (website, programmes offered, successes experienced etc)

# PME Placement

## Networking

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

# 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' "*

# Further Information?

- [www.maynoothuniversity.ie/careers](http://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](https://mu.ie/careers-connect)