

Careers and
Employability Service

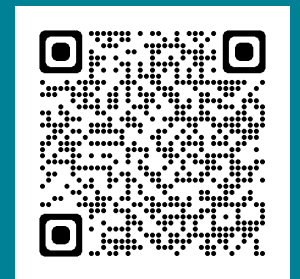


**Ollscoil
Mhá Nuad**
Ollscoil na hÉireann
Má Nuad

CVs and Applications



Natasha Marron
Careers Adviser
careers@mu.ie



Your CV has **ONE** job to do



- When looking for a job your CV represents you
 - this could be all a recruiter knows/will know about you
- **How can I arrange information on my CV to maximise my chance of being invited to interview?**

Refer to this question often so that you keep focused on the purpose of completing a CV

Written Applications

Type	Aim	
CV	Show information concerning educational achievement, employment history and skills/ability that is relevant to advertised position.	Relevant Information – targeting to the specific job and organisation Each application requires a specific CV. 2 pages.
Cover letter	Show motivation for the advertised job, and demonstrate knowledge of the advertised job/company. Draw attention to key information on the CV, expand on key skills and experience.	Give equal focus to: A: demonstrating your motivation and what you will bring to the company B: what you know of the company, their work, their values, the clients.
Application form	Rigid structure forcing applicants to supply exact information	Fill out each section fully. Supply all details requested. Each long-form text box is a chance to give an example of how you are skilled for this job.

The Job Ad

- The purpose of a CV (or any written application) is to win you an invitation to attend interview. If you get an invitation to attend interview, you know your CV has done its job effectively.
- In competitive environments, a general CV will not work. A CV must be written specifically for a single job advertisement.
- Ideally, you need a job advertisement to guide you on which content you should include in your CV.
- On your CV, address each requirement listed by the job advertisement. Give at least one example of how you meet each requirement.

A typical job ad will have

Job title

Paragraph about the company

Information about the job, it's objective, how it fits into the needs of the company

List of skills needed

List of qualifications needed

List of experience needed

Instructions on how to apply

Community Youth Worker / Outdoor Education Instructor

to cover maternity leave for 6 months – Feb to Aug 2024

For our Empowering Communities Programme

The ideal candidate should have:

- A qualification in Youth & Community Work or Social Care.
- Qualifications in Outdoor Education to national governing body standards, in all or some of the following areas: kayaking, canoeing, hill walking, archery, high ropes.
- Remote Emergency Care First Aid Training Level 3.
- Excellent communication skills and an ability to empathise and empower.
- Strong leadership, facilitation and planning skills.
- Competency in delivery teambuilding challenges and training courses to groups.
- A commitment to working through a community development process.
- A full driving licence.
- Garda Vetting will be required.

Salary scale based on qualifications & relevant experience.

Apply with CV and title the relevant position being applied for to:

Pat Carthy
Director of Programmes
The Cavan Centre
Ballyjamesduff
Co. Cavan
Email: pat@cavancentre.ie

The position is funded through the Department of Children, Equality, Disability, Integration and Youth under the U.B.U programme.

Closing date: 5th Feb 2024

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Closing date: 5th Feb 2024

Job Title: Childline Therapeutic Support Worker.

Personal Specifications

Essential: Candidates should have the following;

Qualification:

- A third level (level 8) qualification in social sciences or related field.

Experience:

- A minimum of two years' experience, of working directly with children and/or young people and/or families.
- A detailed understanding of community, statutory and voluntary sectors. Experience working with young people through prevention and early intervention towards building resilience, social support and self-regulation of behaviour and emotions.

Knowledge:

- Candidates must be able to demonstrate a theoretical and practical knowledge of the following: Child development, child assessment, individual programme planning, child intervention processes, and evaluating client work.
- Candidates must also have demonstrated therapeutic techniques and a working knowledge of children's legislation with regard to child protection, welfare and children's rights.

Ability and Attributes:

- Candidates must be child-centred with an ability to remain focused on the needs of children and young people.
- Candidates must exhibit a strong commitment to children's rights.
- Candidates must be capable of working on own initiative and as part of a team.
- Candidates must have the ability to provide volunteer supervision and appraisals.
- Candidates must possess excellent communication skills.
- Candidates must have the ability to plan and implement individual programme plans for children and young people.
- Candidates must be effective at time management with the ability to oversee a number of projects at any given time.
- Candidates must be self-motivated and have the ability to work on their own initiative as well as work as part of a team.
- Candidates must be flexible and be available and willing to work unsociable hours as routinely required.
- Candidates must be I.T. literate and have an ability to maintain computerised client files/records.

Desirable:

- Experience of working therapeutically with children and young people online.
- Experience of providing presentations on a small or large group setting
- Experience of team building and volunteer development.
- **General:**
- Candidates must possess a full, clean driver's license and own vehicle.

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Key Responsibilities

- In conjunction with the Foróige Manager and other Youth Officers be responsible for the design, organisation/coordination and implementation of educational and support programmes with young people
- **Developing** – Establishing volunteer led Foróige clubs and groups in partnership with local communities through the recruitment of volunteer leaders and members.
- **Organisation** – Assisting volunteers, to organise themselves effectively and efficiently to engage in youth development activities including establishing new Foróige clubs and other volunteer-led options and recruiting adult leaders.
- **Training** – Training of adult volunteers and young people to enable them to perform their tasks more effectively.

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- **Programme Development** - Developing education programmes as aids to adult volunteers in their task of youth development and enabling adult volunteers to devise their own programme.
- **Consultancy** - Consulting with adult volunteers in relation to problem solving and other areas of concern and interest to them in youth development.
- **Promoting** – Promoting Foróige volunteer led options in local communities and organisations.
- **Implementing** - Best practice policies and procedures in relation to volunteer recruitment, retention and selection.
- **Interacting** - with other Foróige projects and services in the area as appropriate.
- Any such other relevant duties as the Board of Foróige and/or the Chief Executive Officer or the nominee of the Chief Executive shall deem necessary for the effective implementation and the policy and programmes of Foróige.

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Person Specification (All Essential requirements)

- Ability to build and maintain effective relationships with young people and volunteers
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships
- Excellent standards of accuracy and attention to detail
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Positive and flexible approach to working as part of a team
- Excellent written communications skills, including report writing and the ability to draft summary information and correspondence.
- Ability to follow organisational guidelines and processes.
- Good computer skills, including Word & Excel, PowerPoint and Social Media skills

Requirements of all Foróige staff (All Essential Requirements)

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation
- To act consistently in a professional manner at all times

- To participate in regular supervision with your line manager
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours will be required
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
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...and the best way to help people is to help them help themselves. That's the best way to help people. And that's the best way to help people.

Project Worker - Dundalk Simon Community

As Project Worker, you'll build a professional trusting relationship with clients and provide care through individualised client-led care plans. You'll support clients to work proactively to progress to more long-term accommodation. You'll report to the Service Manager.

Responsibilities:

- Using the Holistic Needs Assessment Tool (HNA), identify and address client needs, and support them in achieving their individual care plan goals, while being respectful.
- Implement and work within care and case management systems and protocols.
- Support individuals to establish networks that assist them in removing barriers to exiting homelessness; partner with voluntary and statutory agencies.
- Deliver a high-quality service to a caseload of clients, while building strong professional trusting relationships.
- Work alongside the multi-disciplinary team to achieve service targets.
- Manage risks and ensure the protection of all clients in the service.
- Engage clients with appropriate accommodation and support services required as identified in the support plan.
- Prepare reports and statistics to inform future strategy and for recording and reviewing client details on the PASS system.
- Provide regular, consistent & comprehensive reporting regarding developments or problems in the service to the Manager.
- Manage pre-crisis and crisis interventions on an individual basis.
- Promoting choice, independence, health, and well-being - encouraging clients to engage in a healthy lifestyle, and to participate in client-led Dublin Simon Community initiatives.
- Abide by Dublin Simon Community's Health & Safety regulations & standard operating procedures relating to the fire procedure, the safety of staff, etc., in order to ensure that the well being of all staff is maintained.
- Liaise with a range of both voluntary & statutory service providers (referrals, move-on options, health care, probation services, etc.), to establish or improve services available to clients.
- Complete administrative tasks such as report writing, maintenance of accurate statistics, records, up-to-date client case notes, PASS, HNAs, Outcomes star.
- Ensuring effective handovers and information transmission for the service to run smoothly & effectively.

Essential for the role:

- Qualification to at least diploma level in psychology, social care, addiction, counselling, youth work, community development, psychotherapy, or similar.
- 3 years experience working in a social care setting, with experience of assessment, planning support, key working, and advocacy with vulnerable people.
- Experience in care and case management procedures. Developing, implementing, and evaluating action plans.
- Harm Reduction approach.
- Understanding of mental health diagnoses, treatment services, mental health interventions, addictions, domestic violence, and other presenting issues.
- Record keeping and report writing skills.

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Where past course graduates have gone (Graduate Outcomes Survey, Class of 2022)

Youth Worker	Finglas Youth Resource Centre
Support Worker	Dublin Simon
Youth Worker	Bradog Youth Service
Human Resource Administrator	Bank of Ireland
Youth worker	Bru youth service
Youth support Worker	Teach oscail family resource Centre
	The Early Learning Initiative
Project worker in a secondary school	Woodbrook College
Case Worker for youth organisations	Employment Plus
Youth Worker	crosscare eco unesco
Youth Worker	Youth Work Ireland Louth
HCA	Pioneer homecare LTD
Social Care Worker	Daffodil Care Services
Youth justice worker	In sync Youth and family services
Education Coordinator	ShoutOut

CV – Key Content

Usually sections for :

- Profile(optional)
- 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 your key skills

Skills CV

- Ideal for those with fairly extensive range of duties acquired with different employers, when you are changing career areas or when there is no relevant work experience

**Samples of both in Useful Resources section
on Careers and Employability Service 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 Times New Roman
- Your NAME across top – no need to say it is a CV
- Age, gender, date of birth, marital status – not necessary – can leave out
- Usually reverse chronological order
 - list most recent Education and Experience first
- Avoid “I”
- Positive Language – strong words
- Avoid spelling errors
- Proofread a few times
 - Spell check not always reliable

- 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 (2019 – 2022) don't need day/month

JUSTIN CASE

Address: 29 Hill Street, Leixlip, [Co. Kildare](#).
email: justincase@gmail.com / Justin.Case@mumail.ie
067 1223444 / (021) 123 456

EDUCATION

2020 to date
Maynooth University, Maynooth, [Co. Kildare](#).
B. Soc. Sc. Community & Youth Work
Expected Result: 2.1 Honours

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

RELEVANT EXPERIENCE

Summer 2023
InSync Youth and Family Services, Naas, Co Kildare
Support worker

- Design and implement programme of activities for different groups of teenagers using the service
- Scheduled daily and weekly sporting activities for teenagers
- Co-ordinated with staff and parents to ensure appropriate supports in place to facilitate inclusion of neurodivergent children attending.

Summer 2022
IT Services, Maynooth University, Maynooth, Co. Kildare.
Administrative Assistant

- Dealt with online 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, photocopying and scanning.
- Used MU IT Services CRM to respond efficiently to all queries.
- Solution focused approach to client queries and complaints, responding in a timely manner, meeting specified response targets.

PART-TIME EMPLOYMENT

2019 to date
(Weekends)
Gifts & Things, Maynooth, Co. Kildare
Sales Assistant

- Advise customers on a wide range of products, promoting key products as required
- Respond effectively to customer questions and complaints ensuring a positive customer experience
- Arrange delivery of stock to and from the store
- Train in new staff, continually provide guidance and support as needed during the onboarding process
- Strong attention to detail when conducting end of day cashing up

OTHER QUALIFICATIONS | TRAINING

- Full Driver's License
- First Aid Responder Certified (2023)
- Emergency Rescue Care Level 3
- TUSLA Introduction to Children First 2018
- NYCI Child Protection Awareness Programme 2018

INTERESTS AND ACTIVITIES

University: 3rd Year Community & Youth Work Class Representative (2023 –to date)

- Attended Union Council and raising any issues of concern to the class
- Reported on Union Council to the class
- Raised any issues that needed attention with the department

PRO, MU Environment Society, Maynooth University (2022-2023)

- Designed and shared advertising for society events
- Increased awareness of the society on campus
- Operated Society Stand on MU Clubs & Societies Fairs Day

Professional

Member – Any Relevant Professional Body

- Attended online Information Session on current issues in....

Community:

Volunteer Maynooth Tidy Towns Committee (2019 to date)

- Participate in Tidy Town activities
- Co-ordinate rota of weekly activities ensuring all areas covered and yearly schedule adherence.
- Liaise with other community groups to facilitate collaboration and shared vision for the community.

Sports:

Player Member/ PR Assistant, Sometown GAA Club (2019 to date)

- Represent club competitively at county level and national level
- Instruct junior members and coach juvenile player camps
- Promote club activities on Club Social Media accounts

OTHER ACHIEVEMENTS

President's Award – Silver (2019)

- 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 Applied Social Studies
Maynooth University
Maynooth
Co. Kildare
Tel: 01 708 2163
Email: ellen.oflynn@mu.ie

Mr John Smith
Manager
Fofoige
Maynooth
Co Kildare
Tel: 01 - 6292049
Email: jsymth@fofoige.ie

Personal Details

Personal Details (smaller font)

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

Education

Start with most recent – Maynooth University

Can omit Leaving Cert and second level education unless relevant

If you have a considerable number 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

If awaiting results say “*Results Pending*” or *Expected Result 2.1 Honours* etc.

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Skills

Use names of skills that match the job ad

Give examples of how you used the skill – this can be from one job, from a variety of roles, voluntary experience or studies

Employment | Relevant Experience

Put most relevant first

Separate experience into **Relevant Experience** and **Other Employment**

Provide **job title** (in bold font) and name of organization

Highlight duties/responsibilities and achievements – use bullet points rather than long sentences / paragraphs

Include voluntary work – can be a separate section if appropriate

Don't use I

Use strong words - Make it action and results oriented

RELEVANT EXPERIENCE

Summer 2023

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Support worker

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Skills based CV

Useful if you have a lot of experience gained over many years

You have experience in a field that isn't obviously relevant to this job

Can be very effective in highlighting your skills

Takes more work to pull together initially

Steps to build a Skills CV

- Can help with start with usual chronological format
- Write down everything you have done in all your past roles – this will be too long initially but don't worry about that now
- If you can't remember what you've done in jobs – google job descriptions of similar roles and take content from there
- Content will start to become repetitive
- Make a list of all the key skills sought in jobs ads
- Then start moving the content under all the relevant skills headings

NAME

29 Hill Street, Leixlip, Co. Kildare.
123 4568

justincase@gmail.com / Justin.Case@mumail.ie

EDUCATION

2022 – to date

Maynooth University, Maynooth, Co. Kildare.

M.Soc.Sc Community and Youth Work

Research Thesis:

Expected Result: 2.1 Honours

2019 – 2022

B.A. Anthropology and Criminology

2.1 Honours

SKILLS

Project Management

- Ensuring projects remained within or under budget
- Advance planning and troubleshooting to ensure tasks progressing to completion
- Liaise with clients to ensure their needs met throughout project
- Negotiation regarding price and with external suppliers

Research

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- Interviewing representatives of relevant organisations
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- 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

Liaison | Relationship Building

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Financial Management

- Devising price for overall project
- Account for costs of other professions
- Factoring in expenses and projected profit

Training | Groupwork

- Design groupwork materials for diverse client groups
- Ensure content is inclusive and accessible to all service users
- Gather and collate feedback on sessions, integrating feedback to future session to ensure continuous development of offerings

Team-working

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Team-working

- Constant team-working to ensure efficient workings of projects
- Liaise with other professions at various stages of project

PREVIOUS EMPLOYMENT

Dates	Job title	Employer
Date	Job Title	Employer

OTHER QUALIFICATIONS | CERTIFICATIONS

INTERESTS AND ACTIVITIES

Sports

- GAA football and rugby

Achievements

-

REFEREES

Dr.
Lecturer
Dept of,
Maynooth University,
Maynooth,
Co. Kildare
Tel: 01 – 708
Email:

Mr
Lecturer
Dept of.....
.....
.....
.....

Match the CV Skills to the job ad

Key Responsibilities

- In conjunction with the Foróige Manager and other Youth Officers be responsible for the design, organisation/coordination and implementation of educational and support programmes with young people
- **Developing** – Establishing volunteer led Foróige clubs and groups in partnership with local communities through the recruitment of volunteer leaders and members.
- **Organisation** – Assisting volunteers, to organise themselves effectively and efficiently to engage in youth development activities including establishing new Foróige clubs and other volunteer-led options and recruiting adult leaders.
- **Training** – Training of adult volunteers and young people to enable them to perform their tasks more effectively.

-
- **Programme Development** - Developing education programmes as aids to adult volunteers in their task of youth development and enabling adult volunteers to devise their own programme.
 - **Consultancy** - Consulting with adult volunteers in relation to problem solving and other areas of concern and interest to them in youth development.
 - **Promoting** – Promoting Foróige volunteer led options in local communities and organisations.
 - **Implementing** - Best practice policies and procedures in relation to volunteer recruitment, retention and selection.
 - **Interacting** - with other Foróige projects and services in the area as appropriate.
 - Any such other relevant duties as the Board of Foróige and/or the Chief Executive Officer or the nominee of the Chief Executive shall deem necessary for the effective implementation and the policy and programmes of Foróige.

SKILLS

Project Management

- Ensuring projects remained within or under budget
- Advance planning and troubleshooting to ensure tasks progressing to completion
- Liaise with clients 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

Liaison | Relationship Building

-

Financial Management

- Devising price for overall project
- Account for costs of other professions
- Factoring in expenses and projected profit

Training | Groupwork

- Design groupwork materials for diverse client groups
- Ensure content is inclusive and accessible to all service users
- Gather and collate feedback on sessions, integrating feedback to future session to ensure continuous development of offerings

Team-working

- Constant team-working to ensure efficient workings of projects
- Liaise with other professions at various stages of project

Other Qualifications | Certifications

Driver's license

First Aid Certifications

TULSA or other training/certifications

Interests \ Activities

- 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

OTHER QUALIFICATIONS | TRAINING

- Full Driver's License
- First Aid Responder Certified (2023)
- Emergency Rescue Care Level 3
- TUSLA Introduction to Children First 2018
- NYCI Child Protection Awareness Programme 2018

INTERESTS AND ACTIVITIES

University:

- **3rd Year Community & Youth Work Class Representative (2023 –to date)**
 - Attended Union Council and raising any issues of concern to the class
 - Reported on Union Council to the class
 - Raised any issues that needed attention with the department
- **PRO, MU Environment Society, Maynooth University (2022-2023)**
 - Designed and shared advertising for society events
 - Increased awareness of the society on campus
 - Operated Society Stand on MU Clubs & Societies Fairs Day

Professional

Member – Any Relevant Professional Body

- Attended online Information Session on current issues in...

Community:

Volunteer Maynooth Tidy Towns Committee (2019 to date)

- Participate in Tidy Town activities
- Co-ordinate rota of weekly activities ensuring all areas covered and yearly schedule adherence.
- Liaise with other community groups to facilitate collaboration and shared vision for the community.

Sports:

Player Member/ PR Assistant, Sometown GAA Club (2019 to date)

- Represent club competitively at county level and national level
- Instruct junior members and coach juvenile player camps
- Promote club activities on Club Social Media accounts

OTHER ACHIEVEMENTS

President's Award – Silver (2019)

- 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 Applied Social Studies
Maynooth University
Maynooth
Co. Kildare
Tel: 01 708 2163
Email: ellen.offynn@mu.ie

Mr John Smith
Manager
Feroige
Maynooth
Co Kildare
Tel: 01 - 6292049
Email: jsymth@feroige.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
 - Service Manager, Principal, Lecturer, Supervisor, HR Manager

Be Aware of Your Digital Footprint!

- Think about your online presence
 - Profile on social media, 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!

- One page – business letter format
- Sent to named person – find out name of HR Manager
- Letter should support your CV
- Highlight key skills and experience
- Show how you match the job description and what you'll bring to the company

- Show what you know about the company, their work, their values etc

- Tailor each letter to that application – mention the specific organisation in the letter (not ...in your company...)

Company Name
Company Address

Dear (use name of recipient where possible e.g. Mr. Smyth)

Letter can be divided into four paragraphs

- 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
- 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.
- 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. You are telling them what you will bring to the job.
- Sum-up/** short paragraph - Mention that you are available for interview at their convenience and you look forward to hearing from them etc.

Useful Resources

- <https://www.maynoothuniversity.ie/careers/find-job/cv-and-applications>
- <https://gradireland.com/careers-advice/cvs-and-applications/cover-letters-for-graduate-jobs>
- Readymade Job Search Letters. Lynn William, Kogan Page*
- The New C.V. That Gets You Interviewed. Aine Keenan, Wolfhound Press*

Help with application forms

- When you have completed your CV it will be useful in filling in your application forms -
- Use you CV content to identify your key skills and experience for application forms
- Use your Cover letter content to answer some of questions e.g.
 - “how you think your experience/skill(s) can assist in this particular post”
 - “how you think you can contribute to the ethos and success of this company”
 - “Additional information (not already mentioned) to support your application”

Section 5: Further Application Information

5. Why are you applying for this role? *

Maximum 750 characters

5. What is your most significant achievement in your career (academic/work/volunteering) to date? *

Maximum 750 characters

5. Any other information you would like to provide to support your application? *

Maximum 750 characters

5. Please list your interests and hobbies

Section 6: Referees

Please provide the names of two referees.

6.1 Referee 1 *

First Name

Last Name

6.1 Organisation *

6.1 Job Title *

6.1 Email (r1) *

6.1 Telephone (r1) *

6.2 Referee 2

6.2 Referee 2 *

First Name

Last Name

6.2 Organisation *

6.2 Job Title *

6.2 Email (r2) *

6.2 Telephone (r2) *

6. Have we permission to contact these referees without prior permission? *

- Yes
 No

[Save and Resume Later](#)



Foroige Job Application Form

All the job descriptions are available at <https://www.foroige.ie>

You may wish to return to this form at a later date.

Job applications completed on this application form will be accepted

for positions listed under recruitment@foroige.ie

Please fill out all the required fields.

Job Reference

FRG_JOB001

Job Title

Club Development Officer

Closed

01/02/2024

Time

12:00

4.1 Volunteering History

Start with your current or most recent volunteering experience.

4.1 Organisation Name *

4.1 Organisation Website *

If no website please provide address

4.1 Nature of Organisation *

e.g. children, community, elderly etc

4.1 Volunteer Title *

4.1 Key Responsibilities *

4.1 Dates Volunteered (from-to) *

4.1 Number of Hours per Week/Month *

Section 5: Further Application Information

5. Why are you applying for this role? *

Maximum 750 characters

5. What is your most significant achievement in your career (academic/work/volunteering) to date? *

Maximum 750 characters

5. Any other information you would like to provide to support your application? *

Maximum 750 characters

5. Please list your interests and hobbies

- Go back to the job add then link to your skills and experience
- Because your values and experience align with the organization
- Because you have experience doing X, Y Z as listed on the job ad
- Think of an achievement that aligns to the skills/experience sought – this is a chance to show them how you can be a positive addition to their organisation

- Careers website

<https://www.maynoothuniversity.ie/careers/students/information-and-resources#CV>

Connect

Graduate Career Stories

Student Skills and Success

About Us

Archive

Contact

Events

FAQs

News

People

► Salary And Labour Market Information

▼ Sample CVs And Cover Letter Tips

We recommend these formats for CV layouts as they allow an employer to easily identify your qualification experience. We have also created templates for various subject areas to highlight your specific skills.

Sample CVs

- [General Sample CV](#)
- [Accounting CV](#)
- [Bioinformatics CV](#)
- [Biology CV](#)
- [Biotechnology CV](#)
- [Chemistry CV](#)
- [Computer Science CV](#)
- [Community and Youth Work CV](#)
- [CV inGaeilge](#)
- [Engineering CV](#)
- [Experimental Physics CV](#)
- [Law CV](#)
- [Media CV](#)
- [Psychology CV](#)
- [Sociology CV](#)
- [Software Engineering CV](#)
- [Skills CV](#)

Education CVs

- [Professional Master of Education \(Post-Primary\) CV](#)
- [Professional Master of Education \(Primary\) CV](#)
- [Primary Teaching CV](#)
- [BSc Science with Education CV](#)
- [BA Early Childhood Education - Teaching and Learning](#)
- [BSc Mathematics with Education CV](#)
- [PME Post Primary \(Finding first placement\) CV](#)

Cover Letter / Litir Chumhdaigh

- [Cover Letter Tips](#)



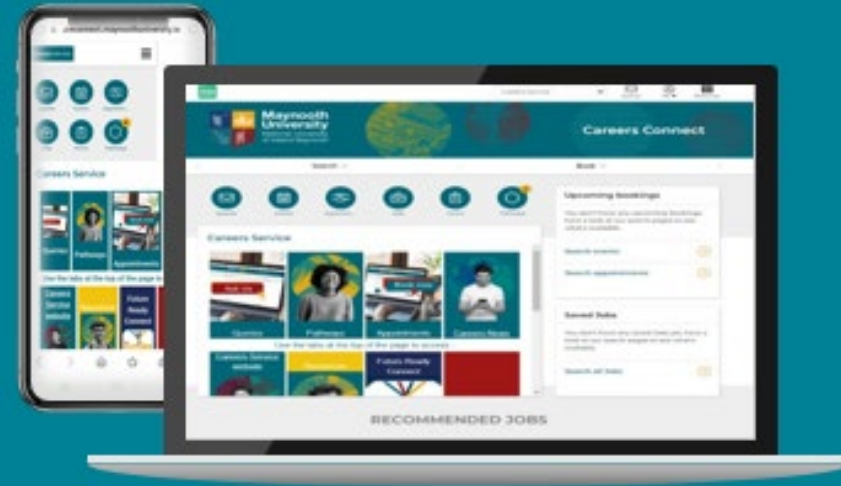
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Má Nuad



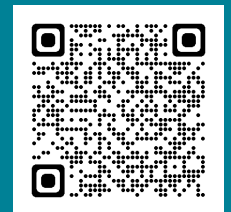
**Careers and
Employability Service**

Careers Connect

- Send us questions – click Queries ✉
- Book Appointments
- Careers information | Careers Interest / Aptitude Tests
- CV / Interview Prep Tools
- Search Jobs / Events
- Set up email alerts



CAREERS CONNECT PORTAL



WEBSITE

www.maynoothuniversity.ie/careers








FIND US ON SOCIAL MEDIA

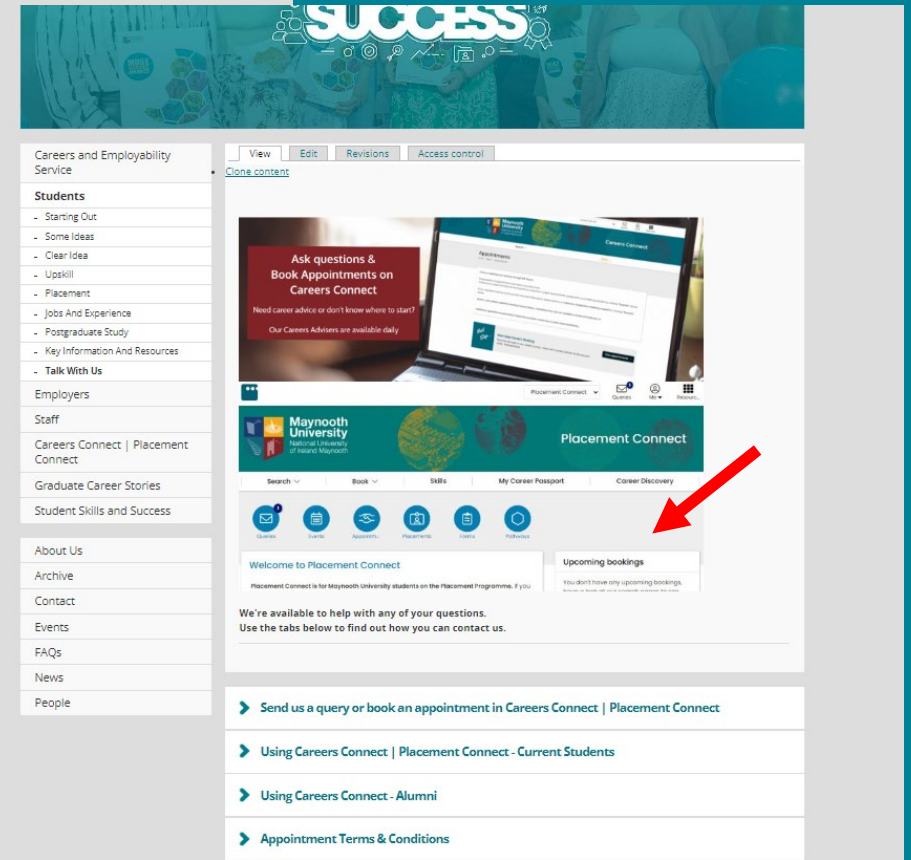


<http://www.maynoothuniversity.ie/careers/students>

- Careers and Employability Service
- Students**
 - Starting Out
 - Some Ideas
 - Clear Idea
 - Upskill
 - Placement
 - Jobs And Experience
 - Postgraduate Study
 - Key Information And Resources
 - Talk With Us
- Employers
- Staff
- Careers Connect | Placement Connect
- Graduate Career Stories
- Student Skills and Success

 <p>I need help getting started.</p>	 <p>I have some ideas of my next step</p>	 <p>I have a clear idea of my next step</p>
 <p>Upskill Programmes</p>	 <p>Academic Placement</p>	 <p>Jobs And Experience</p>
 <p>Postgraduate Study</p>	 <p>Key Information And Resources</p>	 <p>Talk To Us (Questions & Appointments)</p>

- About Us
- Archive
- Contact
- Events
- FAQs
- News



Careers and Employability Service

Appointments

Home / Book / Appointments

Current MU Students - We offer both In-Person and MS Teams appointments - Please select an appointment time below and click book.

MS Teams Appointments -

MU Current Students, ** Link to join the Teams Meeting will be in your Booking Confirmation email.

In-Person Appointments -

Your Appointment venue will be visible when booking and will also be listed in your Booking Confirmation email.

If you require a meeting to discuss Job Interview Preparation, please send us an [Interview Preparation Meeting request](#) by clicking "Queries" above.

Alumni users cannot book directly - please submit a Meeting request Query, indicating when you are available and we will book you in for an appointment

Additional appointments are added frequently so please check back to view latest availability.



MS Teams: One to One Careers Meeting

Meet with a careers adviser to discuss any of your career quest... [Find out more](#)

[View appointments](#) ▾



In-Person: One to One Careers Meeting

Meet with a careers adviser to discuss any of your career quest... [Find out more](#)

[View appointments](#) ▾

Book a meeting with
our careers advisers

Careers and
Employability Service

<https://www.maynoothuniversity.ie/careers/students/starting-out#tests>

▼ Careers Interest Tests

Careers Interest Tests, Psychometric Tests & Self-Assessment Tests: use the Assessment Tests below to identify your characteristics and to generate career options that match.

Prospects Planner

As a job exploration tool, [Prospects Planner](#) aims to help you to:

- Identify what you want out of a job.
- Generate and evaluate job ideas.
- Identify what you can offer to the job/employer.
- Compare options and identify the right types of jobs to apply for.

Profiling for Success

This is an assessment tool which explores skills, interests, personality and learning styles. Use your Maynooth University email address to log in [here: Profiling for Success](#). When you have completed the tests your report will be emailed to you.

Available Tests:

- Verbal Analogies (v1)
- Numerical Reasoning Tutorial Test (vA)
- Verbal Reasoning Tutorial Test (vA)
- Abstract Reasoning Tutorial Test (vA)
- Situational Judgement Tutorial Test (v1)
- Numerical Reasoning Practice (2019) (v3)
- Verbal Reasoning Practice (2019) (v3)
- Abstract Reasoning Practice (2019) (v3)
- Learning Styles Indicator (vI)
- Type Dynamics Indicator Form O (vI)
- Values-based Indicator of Motivation (v1)
- Career Interest Inventory (Dodec) (v1)

- Useful in identifying learning styles, motivations
- Also verbal, numerical test can be used for practice

Maynooth University
National University of Ireland Maynooth

Already have an account? [Sign in](#)

Create an account

First part of your email... @mumail.ie

Password

Your password must be more than 8 characters long, should contain at least 1 Uppercase, 1 Lowercase, 1 Numeric and 1 special character (#?@!\$%^&*+)

Create account

[Read our Privacy statement](#)

Psychometric Testing

PFG
PROFILING FOR SUCCESS

The Values-based Inventory of Motivation

I am excited by new ideas and opportunities

Strongly disagree 1 2 3 4 5 6 Strongly agree

Back Next ?

Continue

This questionnaire asks you about what is most important to you. We are all motivated by things that we value, and the questionnaire is designed to identify those things that matter to you most.

This questionnaire is in two parts and normally requires between 30 and 60 minutes. Part A involves answering 144 questions and Part B involves ranking the 24 value areas covered by the questionnaire. Please make sure you have the time to complete the entire questionnaire before you start since it needs to be completed in one sitting.

In the first part of the questionnaire, you will see a number of statements expressing a point of view.

Think about how much you agree or disagree with each statement and indicate your answers using the scale from 1 to 6 as shown in the illustration above.

Click on the 'Continue' button to see an example.

Challenge Report
Values-based Indicator of Motivation
Version 1

Elise Facer-Childs
16th July 2020

introduction

Values are those things that are most important to us – they guide us in the way we live and work. Living according to our values makes life more satisfying, not living according to our values feels wrong and makes us feel less energised and less connected. When our values are clear to us, making decisions becomes easier – they are the 'road signs' of our lives. When we get lost they help us to get back on track.

Nevertheless, many people find it hard to articulate their values – or at least to identify those that are really important and fundamental. When people are asked to express their values they often quote ideas that are based on social norms or external pressures (from parents or peers).

The ViM questionnaire is designed to clarify and challenge some of your ideas, to question whether some of what you say is more superficial and to help you identify what is more fundamental. Making this a conscious effort helps people determine their priorities and decide how much life is turning out the way they want it to be.

a summary of your results

The diagram below shows the six values which you ranked most highly when completing the first part of the ViM questionnaire. Each value is placed within its appropriate area in the circle.

Personal Satisfaction Average rank: 18.85

Personal Development Average rank: 13.09

Relationship Satisfaction Average rank: 9.05

Community Orientation Average rank: 9.17

Other values identified in this report

Remember that the values identified in this report are based on how you answered the questions, not on what you think you should be. The report is part of a process of exploration where you make the choices as well as the choices that are made for you.



Careers Connect



Resourc...

Resources



Resources provided by the Careers and Employability Service | Maynooth University to support you in your career journey.

CV

	CareerSet CV Review Platform CareerSet			Sample CVs View our Sample CVs	
--	--	--	--	--	--

Guidance

	Careers Information Resources Info Sheets, Careers Presentations ...			Careers Aptitude Interest Tests Careers Interest & Aptitude tests	
--	--	--	--	---	--

Skills and Learning

	Forage Virtual Work Experience Program Bitesize 5-6 hour virtual work experience programs			ShortListMe Video Interview Platform ShortListMe	
--	---	--	--	--	--



Search

Book

Skills

My Career Passport

Career Discovery



Queries



Events



Appointm...



Jobs



Upskill Pro...



Forms



Pathways

4

Upcoming bookings

You don't have any upcoming bookings, have a look at our search pages to see what's available.

Search events



Search appointments



Saved Jobs

You don't have any saved Jobs yet, have a look at our search pages to see what's available.

Search all Jobs



Search UpSkill Programmes



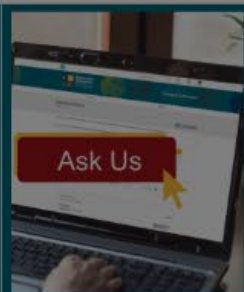
Careers and Employability Service



Appointments



Pathways



Queries

Use the tabs at the top to access

Resources

Our website

Placement Connect

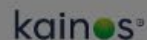
RECOMMENDED JOBS

Graduate Workday Integrations Consultant (Belfast or Derry) - Summer/Autumn 2024 Start

Kainos

Northern Ireland, Belfast, Derry

Closing date: 20-Dec-2023

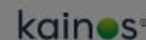


Graduate Test/QA Engineer (Derry/Londonderry) - Summer/ Autumn 2024 Start

Kainos

Derry

Closing date: 20-Dec-2023






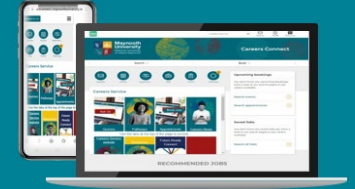
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Má Nuad



**Careers and
Employability Service**

Any questions?

- Use **Careers Connect** to engage with us
 - Appointments
 - Teams Appointments Phone-call Appointments or In-Person Appointments
 - Send us your Questions - Click Queries 



CAREERS CONNECT PORTAL



WEBSITE

www.maynoothuniversity.ie/careers



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