

# CAREER GUIDANCE AND PROFESSIONAL DEVELOPMENT



GRIFFITH COLLEGE

BY SEAMUS FITZPATRICK

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# 1



## Introduction

### “What Is Success”

*To laugh often and much;  
To win the respect of intelligent people and the affection of children;  
To earn the appreciation of honest critics and endure the  
betrayal of false friends;  
To appreciate beauty;  
To find the best in others;  
To leave the world a bit better, whether by a healthy child, a  
garden patch, or a redeemed social condition;  
To know even one life has breathed easier because you have lived;  
This is to have succeeded’.*

Ralph Waldo Emerson

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**T**his handbook has been developed for all students and graduates of Griffith College but it is particularly aimed at final year students and recent graduates from all disciplines and levels. The challenge for graduates in uncertain times is to be very resourceful and identify opportunities by devoting considerable time and effort to the job search and above all to remain positive and motivated. Traditionally the choices facing graduates fall into three main categories; *to secure a job; to pursue further education; to take time out to travel.* I will be examining all of these options but whatever you decide to focus upon I hope you find this handbook very useful and wish you every success in your future career.

The Griffith College Careers Office also provides a number of resources and support mechanisms which include; one to one appointments, career coaching, job hunting skills, interview preparation, job vacancy alerts, etc.

#### **Contacting the Griffith Careers Office:**

Careers Advisor – Emma Flynn

Email Address – [emma.flynn@griffith.ie](mailto:emma.flynn@griffith.ie)

Office Phone Number – 01 4150436

Website information – <https://www.griffith.ie/offices/careers/>



*START*



# 2

## Career Choices & the Job Search

*'If you can dream it, you can do it'.*

Walt Disney

**S**o you have completed your degree, where do you go from here? While there is no obvious or easy answer to this question you should take comfort in knowing that there are many opportunities out there for graduates both in Ireland and abroad. The challenge for you is to identify and avail of the best job opportunities that are right for you both in the short term and in the long term. Treat your time looking for a job as a job in itself and remain positive and disciplined by focusing all your energies on each and every opportunity. This challenge is not easy, will require considerable time and effort on your behalf, and you will face obstacles and encounter setbacks along the way but you must remain positive and stay motivated. Throughout this handbook, and in the appendices, you will find numerous references, web links, and other sources of information which will assist and guide you along the way.

According to Graduate Careers Ireland (the professional association for careers services in higher education in Ireland) *'work in the future will be less routine, with a requirement for flexibility, continuous learning, and individual initiative and judgement. Research and development, innovation and marketing skills are becoming increasingly important. All occupations are becoming more knowledge intensive and this will result in many cases in a rise in the requirement for qualifications and technical knowledge. It is important that you keep investing in yourself and your career development by being committed to lifelong learning'*.

For those of you who may be uncertain as to whether you want to embark in a career related to your degree it's important to remember that your degree does not define who you are, or what you will become, but rather it reflects what you have achieved. Many graduates go on to work in areas completely unrelated to the subject of their degree while others undertake postgraduate conversion programmes into very different areas from their undergraduate studies, so don't feel that your degree choice has predetermined your future career.

# The do's and don'ts of starting your career \*

12 steps to job-seeking success for students and graduates.

## Do...

### ...start with yourself

The number one tip from all careers advisers is: develop a clear picture of your interests, motivations, values and skills. Self-knowledge is the key to convincing employers of your value – you can only tell them what you have to offer if you know what it is.

### ...research areas of interest

Consider careers that suit and interest you. List their pros and cons and speak to professionals in each area. If possible, gain some experience – even if it's only a few days' work shadowing. Establish a picture of the area (e.g. what it involves, current issues, skills required) and try to build a network of people to help you.

### ...research employers

Investigate your top ten organisations in a sector. Then find out how they recruit.

### ...make an action plan

Know where you are aiming and keep a record of progress. Include areas you need to work on to boost your knowledge, skills and experience.

### ...practise

Hone your interview technique and find out about the selection exercises you are likely to encounter.

### ...be positive and never give up

Optimism is the key.

\* ([www.gradireland.com](http://www.gradireland.com))

## Don't...

### ...have unrealistic expectations

A degree does not equal a job. Nor does it guarantee entry at a certain level. Academic qualifications are part of the package: interpersonal skills, business awareness and other experience and aptitudes are important too.

### ...be unclear about what you have to offer

Wherever you want to work, if you aren't sure about what you offer, you can't convince the employer how you will help the organisation meet its objectives.

### ...be lazy in taking the initiative

Be the one who makes the most of recruitment fairs and utilises their careers service to the full. The job hunter who sends off a few CVs and sits back is rarely successful. Instead, speak with academics, employers and personal contacts and work with one or two carefully chosen agencies

for more success. Advisers say that too many students tend to underuse their contacts to network.

### ...adopt an inflexible attitude

Careers advisers recommend a positive, flexible and open attitude. This can mean anything from keeping an open mind about what jobs are suitable to moving further afield than you had anticipated.

### ...waste your time on untargeted approaches

Sending mass mailshots of your CV accompanied by a generic 'Dear sir/madam' letter is a waste of time, paper and postage.

### ...underprepare for interview

Preparation begins before you submit the written application. It's not something you should do the night before the interview.

Before you begin your job search you should first conduct a very honest and thorough self appraisal of your skills, attributes, education and experiences. It is also important to recognise that your qualifications and experience are only part of your personal assets. An employer doesn't hire a degree holder per se, but rather an individual and your behaviour as an individual is more important to employers than what you know, and furthermore they are more interested in what you can do in the future than what you have done in the past.

Gradireland.com provides very useful careers reports to help identify suitable careers for you using the self-assessment and job matching system.

In summary it is all about what you as an individual can add to the organisation, and being a graduate with limited experience the employer will want to focus in particular on your potential. If you are clear about your strengths and skills you will be able to communicate them to an employer.

## Identifying Your Skills

'Transferrable skills', 'soft skills', 'personal attributes', 'competencies', are all terms used to describe the aspects of you as an individual that indicate how suited you will be to a particular role. They relate to your behaviour, personality, as well as your skills and experience. You must identify what skills you have gained from your degree and then prepare a list, which you can use in applying for jobs. There are a number of free assessments on the internet, including [www.skillsaccounts.direct.gov.uk](http://www.skillsaccounts.direct.gov.uk) and [www.careersportal.ie](http://www.careersportal.ie) which are useful for analysing your skills.

Employers in today's climate are especially looking for graduates who are hardworking, flexible, results driven, knowledgeable, confident, good communicators, disciplined, creative, enterprising and globally aware. To meet employer requirements you will also need to build upon your range of transferrable skills.

Some of the transferrable skills you will have gained from your degree programme may include;

<p><b>Intellectual Skills</b></p> <ul style="list-style-type: none"> <li>➔ Analytical</li> <li>➔ Problem solving</li> <li>➔ Conceptual</li> </ul>	<ul style="list-style-type: none"> <li>➔ Personal motivation and drive</li> <li>➔ Team work</li> </ul>	<p><b>Technological Skills</b></p> <ul style="list-style-type: none"> <li>➔ Keyboard skills</li> <li>➔ Software skills</li> </ul>
<p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>➔ Communication skills</li> <li>➔ Linguistic</li> <li>➔ Flexibility</li> <li>➔ Resilience</li> </ul>	<p><b>Organizational Skills</b></p> <ul style="list-style-type: none"> <li>➔ The ability to cope with pressure</li> <li>➔ Prioritize tasks and follow associated procedures</li> <li>➔ Meet deadlines</li> <li>➔ Leadership</li> </ul>	<p><b>Entrepreneurial Skills</b></p> <ul style="list-style-type: none"> <li>➔ Commercial Awareness</li> <li>➔ Creativity and Innovation</li> <li>➔ Enthusiasm</li> <li>➔ Action orientation and strategic thinking</li> </ul>

By examining your skills and abilities you can determine your relevant strengths which will help you determine what you have to offer to a potential employer. Furthermore you should also analyse your degree, experiences and skills, relative to the job you are applying for. You will also need to look at what is involved in different jobs, matching the job specifications to your own preferences and examining what employers are looking for in a prospective candidate.

Ultimately an employer will want to know the following about you:

- ★ Your qualifications (depending on the job)
- ★ Your transferable skills and attributes
- ★ That you really want to work for them
- ★ Your 'fit' into the company culture
- ★ How you can benefit or add value to the organisation

When identifying your skills it is important to remember that while you may only list 5-6 skills on your CV, each company you apply to will not be looking for the same skills. A really helpful task to undertake is to compile a **Skills Bank** which is a list all the skills you have. Use Job Specs currently being advertised to give you an idea of the language that companies are using in relation to skills. Once you have listed all your skills you should then write an explanation of each skill using the '**STAR**' method. For each skill listed you will write down the **Situation** it was required in, the **Task** it was used in, the **Action** you took and the **Result** of using that skill.

Example of **STAR** method:

Problem Solving:

**Situation:** In my previous employment with Supermarket A I worked as a Customer Service Representative on the Service Desk.

**Task:** I was given the authority to offer refund and exchanges to customers. I once had a lady approach the desk to return some meat she had bought which had spoiled. The meat had actually been bought in Supermarket B

**Action:** This elderly lady was a loyal customer who shopped in Supermarket A all the time. I made the decision to offer her a refund and replacement meat. I made this decision by using the training I had been given. The customer was happy with the decision and I called the other store to let them know they should check that particular batch of product.

**Result:** As a result of this action the lady remained a loyal customer and instead of telling her friends and family that we sold her bad meat she instead spoke of how well the store had dealt with her complaint.

By listing your skills using the format above you:

1. Have a full bank of skills that you can use when drafting your CV, depending on the role you are applying for
2. You have examples of how you use your skills which can be used in interviews

## The Job - Hunt and Where to Look

As a recent graduate entering the jobs market it can at first appear to be a very daunting challenge. There is however a number of different approaches that you can take to identify and secure possible job opportunities and these options include:

- ➔ **gradireland.com** This is the official Irish graduate directory and jobsite which helps you choose careers, research employers, view the latest job vacancies, and obtain career advice. Gradireland.com also provides profiles on organizations employing graduates and details of graduate programmes, while gradireland sector guides carry advice about specific careers along with information about employers recruiting in that sector. **Make sure you register with gradireland.com** to receive free job alerts and the latest news in your chosen sector direct to your inbox.

Information about UK and international employers can be found in other directories such as 'TARGETjobs' and 'GET' directories.

- ➔ **Press Advertisements** in local and national newspapers, and trade or professional magazines
- ➔ **Internet recruitment.** Using the internet, either to post your CV or to look for employers 'job-postings' on the employers own website. There is also a wide array of online recruitment websites which list permanent, temporary and contract Irish jobs across a wide variety of sectors. Many of these websites also provide career tips (*see Appendix 1*).
- ➔ Using your **personal contacts** such as family, friends, and acquaintances for job-leads. 70% of all available jobs are never advertised so getting the inside track on job opportunities is key. You must try to make inside contacts with people who work for the employer you're interested in. You should try and establish contacts through LinkedIn by developing a very professional profile and online CV which promotes your skills and experience. Research, connect and engage with others to build your network and improve your chances of employment. Try also to seek recommendations and join relevant groups.

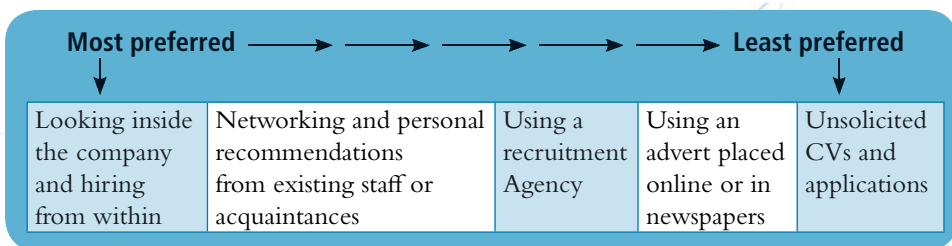
[www.griffithalumninetwork.com](http://www.griffithalumninetwork.com) The **Griffith Alumni Network** is an online platform available to all Griffith College graduates. When you join, you can view job postings, increase your professional network, find a mentor, join one or multiple alumni chapters, reach out to alumni and keep up-to-date on what's happening at Griffith. To join, go to [www.griffithalumninetwork.com](http://www.griffithalumninetwork.com) and log in using your LinkedIn, Facebook or email account. Once you've created your LinkedIn profile, you can join the Griffith College Alumni LinkedIn page where you can stay connected with other graduates and with Griffith College.

- ➔ **LinkedIn:** Using Social Media in a professional manner can be a fantastic way to make new contacts in the area you are looking to work in. Many employers are also looking to hire through LinkedIn and many are only accepting applications via LinkedIn. I will discuss LinkedIn in further detail a little later.

- ➔ **Job and Career Fairs** are occasions where companies get together to attract large numbers of potential employees to a one-day-only event. These fairs provide you with an excellent opportunity to make contact with leading employers and distribute your CV. Before you go to the fair you should research the companies attending so you are well prepared and can make a good impression which will hopefully lead to follow up interviews.
- ➔ **Visiting the employer** directly and meeting them face-to-face i.e. cold calling.
- ➔ **Using phone directories** to identify areas or fields of interest to you in the town or city where you want to work and then calling the employer listed in that field, to ask if they are hiring for the position you are interested in.
- ➔ **Recruitment Agencies** provide services to both job seekers and employers by placing candidates into jobs. Furthermore their websites can be excellent sources of advice for all aspects of job hunting. Basically these agencies fill temporary and permanent vacancies on behalf of employers and charge the employer a fee for this service. As a job hunter you will need to identify the recruitment companies which focus on the careers that you are interested in as some are quite specialised while others are more general. Ideally you should register with a small number of agencies and build a strong relationship with them through ongoing close contact to get the best idea of what they can offer you.  
You will need to bring your CV to your initial interview with the agency and make sure you are well prepared and enthusiastic. (For a comprehensive list of recruitment companies in Ireland please see *Appendix 5*).
- ➔ **Sending out Unsolicited CVs.** This is where you submit a cover letter and CV to an employer on a speculative basis. It's important to identify the companies and jobs you are interested in, research their business thoroughly, and then make contact with the company highlighting your skills and suitability and interest in working for them.

## How Do *Employers* Approach the Recruiting Process?

The table below demonstrates most employers' preferred approach to recruiting staff.



## Job - Hunting for International Students

If you are an international student you can get information about working after graduation from a range of government and non-government websites such as [www.enterprise.gov.ie](http://www.enterprise.gov.ie). You can also get help from the *Irish Council for International Students*, [www.icosirl.ie](http://www.icosirl.ie) an organisation which promotes the interests of international students studying in Ireland. You may be able to stay and work in Ireland after graduation but please note there are different rules for students from the European Economic Area (includes all of the EU plus Iceland, Lichtenstein and Norway) and for non-EU students. As an international student you may find the following websites helpful with respect to working in Ireland:

Meeting Etiquette: <http://businessculture.org/northern-europe/ireland/meeting-etiquette/>

Business Etiquette: <http://businessculture.org/northern-europe/ireland/business-etiquette/>

Business Communication: <http://businessculture.org/northern-europe/ireland/business-communication/>

Internship & Placement: <http://businessculture.org/northern-europe/ireland/internship-placement/>

## International Students - Entitlement to Work

*Please note the information below was correct at the time of printing but such information can change.* Please refer to [www.inis.gov.ie](http://www.inis.gov.ie) for all up to date information regarding the Irish Naturalisation & Immigration Service (INIS) and the Garda National Immigration Bureau (GNIB)

### ***Working while registered as a student***

- Full Time Students attending Griffith College for a minimum duration of one full academic year are entitled to seek casual employment
- If you meet the above requirements you can work for 20 hours per week during term time and 40 hours per week (Full Time) outside of term time

### ***Third Level Graduate Scheme***

- Non-EU/EEA students who have graduated from Griffith College can remain in Ireland for 12 months to seek employment
- Students are eligible for the scheme if they have a Bachelor, Master or PhD degree
- You must have a valid GNIB card which will be extended for 12 months
- You apply to the GNIB office after your results issue
- After 12 months, you may be eligible for the Green Card or Work Permit Scheme

### ***PPS Number***

All employees in Ireland, both full time and part time, must have a Personal Public Service (PPS) number for tax purposes. If you are looking for a paid job you should apply for a PPS number. Employers will need a PPS number before they can add you to their payroll.



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# 3

## The Cover Letter (CL)

*‘You create your opportunities by asking for them’.*

Patty Hansen

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**A** Cover Letter (CL) is a vital element of your job application. To ensure your CV is effective you must accompany it with a CL. It should be very clear and concise and illustrate why you should be considered, now or in the future, for a potential vacancy. Just as a CV is a powerful personal marketing tool so is a CL and you must ensure there are no spelling mistakes or grammatical errors. Normally a CL is sent either in response to a job advertisement or on a speculative basis enquiring about current or future vacancies.

If your CL is speculative (i.e. the job hasn't been advertised) you should send it directly to the decision maker (i.e. the person who can make the hiring decision for the job/area you are interested in). You could call the company beforehand and find out who the relevant person is without having to state that you are enquiring about a job but simply that you have some correspondence to send.

If your CL is in response to an advertisement for the job, refer to the title and date of the job advertisement in your CL.

Your CL should be laid out like a business letter, starting with the date, your contact details, then the addressee's/company's contact details. Format your one page CL using short paragraphs. (See Appendix 2)

Ensure your CL is quick and easy to read. Employers receive countless CVs, applications, CLs, etc, on a weekly, if not daily, basis and it's important you appreciate that they will not necessarily have the time or inclination to read a long winded cover letter. It is therefore important to be as brief as possible while still getting your key points across.

If your CL is speculative please ensure you tailor it to the organisation you are applying to by making specific references to roles within the organisation for which you might be suited/well matched. Remember the employer will quickly identify generic CLs which

could be for any organisation or any job. To stand out from other applicants ensure you devote sufficient time to making your CL directly relevant to the specific organisation and job you are applying for as this will demonstrate to the employer your keen interest in securing a job with his/her specific organisation.

Highlight what you feel you can offer the company, and the relevant position, and include details about any relevant qualifications/experience/skills you have for the job. To demonstrate a strong match between your skills and what the organisation requires you will need to undertake significant research on the organisation.

If you are replying in response to an advert which outlines specific skills and qualities, make sure you mention that you have those qualities and/or the experience they require and also refer to your attached CV.

It is very important to initiate action. Understand what you would like the employer to do as a result of your letter i.e. set up a meeting/formal interview/considered for future posts, etc, and politely request him or her to facilitate your request. Conclude your CL by stating you believe you are suitable for the job and would be very interested in an interview to discuss the job further. Don't forget to attach your CV to your cover letter and keep copies of all CLs sent.

## Cover Letter Checklist\*

- ➔ *Use good quality, white writing paper and a neat layout on one side of A4.*
- ➔ *Specify why you are writing i.e. in response to an advertisement or on a speculative basis.*
- ➔ *Demonstrate that you have researched the company and know why you are applying.*
- ➔ *Say why you want to work for this particular organisation and why they should employ you. What do you have to offer? What is the relevance of your academic/technical experience and interests to the requirements of the job?*
- ➔ *Convince them you want the job and give details of your availability for interview. It might be appropriate to indicate which related alternatives you would also like to be considered for.*
- ➔ *Don't forget to sign the letter.*
- ➔ *Keep a note of the date and make a polite follow-up by telephone or letter if no reply is received after two weeks. This is likely to have the effect of emphasising your continued interest and showing a businesslike approach. Both are likely to influence a prospective employer favourably.*

\* ([www.gradireland.com](http://www.gradireland.com))

# 4

## CV Preparation and Application Forms

*‘Victory belongs to the most persevering’*

Napoleon Bonaparte

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**T**he term CV is derived from the Latin *Curriculum Vitae* which roughly translates into “*the way your life has run*”. In basic terms it is a personal statement outlining your life from an educational and professional review. CV’s are also referred to as resumes particularly in the USA. Normally CVs are sent either as a speculative application or in response to an advert requesting an application ‘in writing’.

Remember there is no ‘right way’ to create a perfect CV as employers differ in what they focus upon when examining CVs. And while there is no ‘*right way*’ to create a perfect CV there is definitely a ‘wrong way’ and hopefully after reading this section you will avoid many of the common mistakes individuals make when preparing CVs.

The most important attribute of a successful CV is that it explains very clearly to the reader what it is that you can do for them. Ultimately your CV should demonstrate that you have the relevant skills/attributes/experience for the specific job which you are applying for. I say ‘specific’ because it’s vital that, where possible, you tailor your CV to the specific job/position you are applying for and avoid using the exact same CV for all jobs. Certain elements may be included or omitted from your CV depending on the job you are applying for and the relevance of aspects of your CV to the job. This is more important as your career develops because as a recently qualified graduate your experience is normally limited as is your CV, and you may have little room to adapt your CV for different types of jobs.

The purpose of your CV is not to get you the job but rather to get you an interview or meeting for the job. Remember that you are not writing a CV for yourself, you are writing it for the reader and therefore as you write your CV put yourself in the shoes of the intended reader.

Where information clearly demonstrates your suitability for the job you’re applying for, and enhances your chances of being short-listed, always include this information near the beginning of the CV. **Don’t make false claims or lie on your CV.**

When you submit your CV it should be accompanied with a cover letter (see earlier section).

**In general your CV should be:**

- ★ A very well-presented, selling document
- ★ Reflect your occupational and educational life
- ★ Relevant to the position you are applying for
- ★ A source of interesting, relevant information

**Remember your CV is a very powerful personal marketing tool in which you are effectively promoting and selling yourself. It is your passport to new opportunities.**

## Presentation of CV

Please note employers and indeed cultures differ in their preferred format of CVs but in general when preparing your CV you should keep the following points in mind:

- ★ Not too long and detailed but concise and easy to read.
- ★ Normally 2 pages of A4.
- ★ Tab/Align correctly.
- ★ Use bulleted lists- short and concise points.
- ★ Typed and word processed.
- ★ Don't abbreviate dates or words.
- ★ Font, standard 12pt, typeface Times New Roman or Arial.
- ★ Be consistent-use same style of dates throughout e.g. 07 March 2009.
- ★ Avoid excessive use of Capitals, underlining, **bold** and *italics*, large fonts- *NOT VERY USER FRIENDLY!*
- ★ Don't write long sentences, paragraphs or ramble - less text is easier to read.
- ★ When describing your previous roles, focus on the tasks and responsibilities you had. You don't want this section to read like a job spec, you want the employer to get a real sense of the role you held.
- ★ Use a professional tone - Dear Sir/ Madam, To Whom It May Concern etc. Never use informal language e.g. Hi There.
- ★ When listing skills stick to the skills you can give examples for i.e IT Skills - Proficient in the use of Microsoft Office, Communication Skills - Presenting Sales Forecasts to Management on a monthly basis, Target Driven - Increased monthly sales by 30% in each quarter. It's best to stay away from using soft skills like dependable, hard-working etc.

- ★ Good printer and paper. Print on one side of the paper only.
- ★ Never use any paper except white, off white, cream or beige.
- ★ Your name in bold at top of CV.
- ★ Check for common spelling, grammatical and punctuation errors.
- ★ Ask someone to read through your CV carefully when you have finished.
- ★ Keep your CV up to date.
- ★ Leave out information that is irrelevant or negative.

## CV Formats (See also Appendix 3)

There are two main CV formats:

### 1. Chronological CV

Lists your employment history in reverse chronological order and is most appropriate when you are applying for jobs in the same line of work and your CV demonstrates a clear line of career progression and development

### 2. Functional CV

Highlights your key skills, attributes, and achievements, rather than your career history. **Very appropriate for recent graduates, first time job hunters,** and those seeking a career change with the emphasis on transferrable skills.

## CV Content

**Name** (Bold, centered and a larger font than the personal details below)

- *Personal details (Centred)* – postal address, phone number, email address and LinkedIn Profile (URL if applicable)
- *Career Profile* – this is a short, statement of fact that outlines your qualification, your previous experience and what you are looking for. *E.g. Business Studies Graduate with 2 years Customer Service experience currently seeking a full time role in the Hospitality Industry*
- *Key Skills* – highlight your skills and attributes that are most relevant to the job you are applying for. If possible include things like computer skills, language skills, full driving license, typing skills, or training courses you may have undertaken that were not mentioned in education qualifications. List 4–6 Key Skills in this section and give a very short example for each. *E.g Target Driven – Received an award for highest earner while working for X company.* Use the Job Spec to identify the main skills the company are looking for and match your skills using the same language

- *Education/Qualifications* – include list of secondary schools, colleges and further education establishments, showing course title, attendance period and qualifications achieved. Start with the most recent qualification achieved, for example, name of degree course and degree classification. List subjects/modules if relevant. List any Key Achievements e.g. Highest result in class, Award for best Thesis
- *Career History* – This can include both paid employment and work experience/internships. If you are listing both types make sure you identify the Internships. Start with most recent position first (i.e. reverse chronological order). Make your most relevant experience prominent to encourage the potential employer to read on.  
Detail your past employer's name, your start and finish dates, position you held and duties/responsibilities of the role in order of importance (list these in point format). Rather than this section reading like a job description highlight specific projects you were responsible for.
- *Volunteering* – If you are involved in any charity work in your free time use this section to discuss it. List it in the same way as the Employment Section and show the skills you have learned from it.
- *Achievements/Positions of responsibility* – Use power/action words such as *created, solved, guided, delivered, secured*, etc, to emphasise your accomplishments. Keep it to the point and focus on the quality of your achievements, not the quantity.
- *Interests/Hobbies* – Identify what you like to do in your free time. Avoid listing too many hobbies and make sure they are genuine interests that you can comfortably discuss should you be asked about them in an interview
- *References/Referees* – If you are going to include the names of referees on your CV make sure you have their permission and make sure you have their correct contact details. If you do not wish to include the referees' details simply write *References available on request*.

## Application Forms

When seeking positions particularly internships, graduate placements, graduate trainee programmes, etc, you may often be required to complete an application form. Bear in mind the following points below when you are completing the application form.

1. Make a photocopy of the blank application form.
2. Read it very carefully, not only the questions but also the instructions for completing the application form. Remember if you do not follow these instructions your application may not even be processed.
3. Answer all questions asked.
4. Draft and redraft your answers on the photocopy of the blank application form ensuring you answer the questions appropriately and without any spelling or grammatical errors.
5. Once you have done this transcribe your answers from your photocopied form to the application form.
6. Once this is completed make a photocopy again for future reference so that you can check your answers should you be called for interview. Remember to submit your application well in advance of the closing date.

**Incidentally, many of the points above are also appropriate to keep in mind if you are making applications to colleges for postgraduate courses.**

## Using Social Media in your Job Search

Social Media and LinkedIn in particular have become a vital part of any job search. Many companies and recruiters are using LinkedIn to Head Hunt for roles and many companies are exclusively advertising roles through LinkedIn and will only accept applications through LinkedIn which means that having an up to date professional LinkedIn Profile is one of the most important resources you can use in your job search.

While LinkedIn is a fantastic tool for job searches it is a social media platform and here are a few tips when it comes to using Social Media for your Career Search

## Do....

### .....include a professional photograph

on your LinkedIn profile. Use a headshot (from the shoulders up) against a white background if possible

### .....personalise your heading.

If you are seeking employment use your headline to tell employers you are seeking work. E.g. 'Marketing Graduate with Multimedia Experience seeking exciting graduate role in the Digital Media Industry'

### .....spend time working on your Background Summary.

Think of this as your elevator pitch. If you had 90 seconds with the company of your dreams what would you want them to know about you e.g. qualifications, experience, goals etc

### .....include all your education and employment history.

Even if you feel that it's not all relevant to the role you are seeking, you want to show potential employers all the skills you gained from it. Rather than listing your job spec mention tasks you were specifically responsible for and projects you worked on. For your academic history mention assignments you worked on and presented to your class

### .....add in Skills & Expertise.

By including skills you are showing potential employers where your interests are and you are also giving your connections the opportunity to endorse your skills. LinkedIn will give you a number of skills to start with but change these to

skills that are specifically related to you and your career path. The best way to get endorsements from your connections is to go to their profile and endorse their skills.

### ....make connections.

If you get talking to interesting people within discussions send them an invite to connect. If there is a particular company you are interested in working for see who of their staff are on LinkedIn. Did any of their staff go to your school or college? Invite them to connect and ask their advice on the application/interview.

### .....be active.

Simply having a LinkedIn profile set up will not get you noticed by employers; you must be an active participant. How do you do this? Join groups and take part in discussions.

### .....join Groups.

Find LinkedIn Groups that are related to the industry you are interested in working in. No doubt key people in the area will also be in those groups and possibly looking for potential hires.

### ....take part in discussion.

Once you join a group actively participate in discussions taking place.

### ....keep your personal life private.

Remember that once you connect with someone on LinkedIn it's very easy for them to then find your Facebook page. If your Facebook page is purely personal, ensure that all posts are private and can only be seen by your friends.



# 5

## The Interview

*‘The job interview is a measured and ritualistic mating dance in which the best partners whirl away with the glittering prizes. Learn the steps and you too can dance the dance’*

Martin Yate

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### Interview Preparation

In many instances it is not the best person for the job who actually gets the job but rather the person who is the **most prepared** for interview and that **performs best** at interview.

**Preparation is essential** to ensure that you perform to the best of your ability in an interview scenario. Remember there will normally be many candidates competing for the same job and if you really want that job you are going to have to work for it. An interview is your opportunity to sell your skills/attributes and experience and to ensure that the company is convinced that you are the best candidate for the job. It also provides you with the opportunity to learn as much as possible about the job opportunity so that you can make an informed decision if you are offered the job.

**Know about the organisation.** Visit their website or telephone the company and ask for company PR literature. Examine any company brochures, reports, policies, mission statements and any online press releases that you can get your hands on. You should also be well briefed on the company’s products/services, history, number of employees, recent developments, and their competitors. Your knowledge of the company will demonstrate your interest in the job and your motivation.

**Know about the job.** You have the right to ask for a job description if the job has been advertised. Once you have the job description prepare by matching your skills to the job requirements specified.

If you have been asked to attend an interview although no job has been specifically advertised please ensure you are familiar with all the possible positions that you might be suitable or eligible for in the company.

**Know the skills/attributes** that your potential employer is seeking and prepare examples of how you have demonstrated them in your career to date. Remember these examples can be taken from any aspect of your work, college, social or personal life.

**Know your CV or application form inside out.** If you are struggling in an interview to remember where you were at various points during your education/employment at any given time then your prospective employer may also be wondering too and it will not inspire confidence in you.

**Consider contacting people** who are working in the types of positions/roles that you are seeking. This will give you some industry knowledge before you go for the job and help you to be more specific about what you are looking for.

**Make a list of as many interview questions** (*See also Appendix 4: Sample Interview Questions*) as you can think of and prepare possible answers to them. In particular, focus on the questions that you would least like to be asked and prepare accordingly.

In addition to preparing answers to questions you should also **prepare questions to ask** as normally the interviewer will give you an opportunity at the end to ask these questions. Try and think of appropriate/interesting questions that demonstrate your motivation and interest in the job and in the organization. Progressive questions would be those concerning for example promotion/advancement, opportunities to travel overseas, opportunities for self-development and further study and so on. This is also an opportunity for you to establish if this is the role and company for you.

**Practice answering questions** out loud. Ask yourself the questions you have listed and practice your answers in front of a mirror

**Organise a mock interview** if possible with someone who works in the industry you are interested in. This will enable you to get useful feedback as you prepare for your formal interview.

Companies have many **different styles of interviews**, some may conduct initial screening interviews, telephone interviews, others in-depth individual interviews or panel interviews. In all cases, preparation about the company, the job and your key strengths is absolutely essential.

## Final Checklist before Interview

- ➔ Get a good night's sleep the night before.
- ➔ Review the preparation you have done.

- Check the day, date and time of interview. Find out exactly where the company is located and plan your route. Give yourself plenty of time and allow for possible delays. Arrive 10-15 minutes ahead of interview time and don't forget to turn off your mobile.
- Know exactly who you are meeting, their name, and job title.
- Dress smartly and appropriate to the culture of the organization.
- As a general guideline on dress code for men: dark suit, shirt, tie, dark polished shoes, minimum aftershave, and for ladies: suit or dress and jacket, minimum jewelry and perfume, avoid really high heels.
- Leave your coat at reception and freshen up before you enter the interview room.
- Don't forget to bring your CV and any other relevant documents.

## At the Interview

**Time is of the essence.** Arriving too early for the interview can make you anxious while arriving just at the time of interview can make you feel flustered and unprepared and leaves no contingency time. Arriving late is only an option if you really don't want to get the job!

You know what makes you feel comfortable but do aim to be sitting outside the interview room approx. 5-15 minutes in advance.

**Body language** is one of the most under-rated performance elements of the interview. Shake hands firmly, look confident, and try to smile!

**Remember you don't get a second chance to make a first impression.** Throughout the interview the interviewer will be seeking hints as to your personality by the way you walk, talk, move and the way you act in general. It is imperative that you sit up straight maintain eye contact without 'staring constantly' and stay alert during the interview. It is difficult in an interview situation but you should also try to relax somewhat as this will demonstrate self confidence and also put the interviewer at ease.

**Appearance** and personal hygiene are important factors at interview. You should be well-groomed, well-dressed and clean and fresh-smelling (but not excessive perfume/aftershave!).

**Remember**, if you are granted an interview this obviously indicates the employer is considering hiring you and so your aim must be to spend the duration of the interview talking yourself into the job.

**Buy time and ask for clarification if needs be.** Listen closely to questions and don't panic. Interviewers are generally very understanding so don't worry about pausing and take the time you need to consider each question asked. If you have not understood a question, or perhaps misheard it, don't be afraid to ask the interviewer to repeat or re-phrase the question.

When answering questions give concise relevant answers, try always to emphasise the positive and be very enthusiastic about the job.

Try not to answer questions with a simple 'yes' or 'no' but rather try to explain yourself further without waffling. Do not interrupt or talk over the interviewer but wait until he/she has finished speaking. Be prepared to elaborate on something the interviewer seems to be interested in and shorten/curtail descriptions of those things which he/she is clearly not interested in.

**Salary expectations are** often a very difficult and awkward topic to discuss. If you set the bar too high you may worry that you won't get the job and if you set the bar too low you may worry that you are underselling yourself. It is a good idea to have a figure in your head possibly based on the average earnings of other working graduates in similar organisations and with similar experience. It is not recommended that you ask the interviewer about salary at the initial interview but instead to concentrate on the role and the company.

**End of the interview.** Make sure you thank the interviewer for his/her time and for giving you the opportunity to meet with them and once again reiterate your keen interest in securing the job.

## Factors Which Lead to a Negative Response From the Interviewer

- ★ Lack of preparation for interview (little research done on the job and organisation)
- ★ Poor personal appearance and posture
- ★ Failure to ask questions about the job/position
- ★ Lack of interest and genuine enthusiasm about the job/company
- ★ Lack of evidence of career planning – no goals or career objectives
- ★ Over emphasis on salary/remuneration
- ★ Talking negatively about previous employers
- ★ Lack of eye contact
- ★ Inarticulate
- ★ Poor voice projection
- ★ Overbearing – arrogant, 'know it all' attitude

## After the Interview

Normally at the conclusion of the interview you will be informed of when you can expect a decision on whether or not you have been successful at interview. If you don't receive a response by the agreed date you should follow up by telephone or in writing.

Once the interview is concluded it is also wise to do a written recap of the interview while it is still fresh in your mind. You might wish to note the following;

- ★ Who you met (names and job titles).
- ★ What does the job entail?
- ★ What was the interviewer most interested in discussing?
- ★ What aspects of the interview went poorly and why?
- ★ What is the agreed next step?

You should then write a **follow up letter or email** to the interviewer to thank him/her for the meeting and this will also keep you fresh in the interviewer's mind.

### Your Follow Up Letter or Email Should;

- ★ Be directed to the main interviewer but mention his/her colleagues if they were also present.
- ★ Thank him for giving you the opportunity to be interviewed.
- ★ Clarify any issues arising out of the interview
- ★ Reiterate your interest in the job and your ability to do the job.
- ★ Be sent within 24 hours of the interview

Depending on the type of interview you may also be required to attend for a second more in depth interview and as such further preparation and research on the company and the job may be required.

If you are not successful, it is not necessarily the case that the interviewers did not find you suitable but rather that there was another applicant who appeared to have a greater capability to carry out the job - for example someone with more experience/qualifications or appropriate skills. Always call and ask for feedback on why you did not secure the position. Many employers will provide feedback on request. While it is important to reflect on the interview itself, and the feedback, and to learn from it, you should always try and remain as positive and as objective as you can be. Remember the job hunt is not easy and nearly all graduates encounter setbacks and disappointments along the way.

## Evaluating an Employer

If you have been successful at interview and are offered the job you must now decide whether to accept the offer. Remember as a graduate starting out on your career your focus should be on gaining and developing new skills, worthwhile experience, and opportunities for progression. Don't be fooled by a job with an attractive starting salary but with little future potential for developing your skills or for developing your career. Points you may wish to consider when evaluating a potential job and employer include;

### Working Conditions

- ★ Hours per week/overtime
- ★ Mobility and Flexibility
- ★ Work/life balance
- ★ Location of work/length of commute
- ★ Office environment/open plan/small offices
- ★ Social facilities/canteen/staff social club

### Rewards

- ★ Starting salary/salary scales
- ★ Commission
- ★ Bonus scheme
- ★ Share options
- ★ Pension Scheme/ Insurance Scheme
- ★ Holiday entitlements
- ★ Maternity leave
- ★ How performance is measured and rewarded
- ★ Future salary
- ★ Company car and/or parking space

### Company Atmosphere/Culture

- ★ Amount of interaction with customers
- ★ Working with others/working independently
- ★ Reporting structures
- ★ Entrepreneurial/regimental/overly bureaucratic

### The Organisation

- ★ Reputation
- ★ Growth rate and prospects
- ★ Comparison with similar organisations
- ★ Staff turnover

### Prospects/Opportunities

- ★ Progression, promotion and career development
- ★ Level of job security
- ★ Opportunity to use/apply your degree in the job
- ★ Possibility of further training/study
- ★ Opportunity for learning new skills/functions in the organisation
- ★ Travel possibilities

# 6

## Further Education & Postgraduate Opportunities

*The demand for lifetime education stems from profound changes in society. We live in an economy where knowledge, not buildings and machinery, is the chief resource and where knowledge-workers make up the biggest part of the work force'.*

Peter Drucker

Over the past two decades there has been a marked increase in the numbers of students applying for postgraduate courses both in Ireland and overseas. Throughout this period there has also been a dramatic increase in the number and variety of postgraduate courses on offer which are designed to cater for this growing demand. Both the numbers applying and the range of post grad courses on offer are set to increase much further in the future.

### What is Postgraduate Study?

This is study towards a postgraduate diploma or certificate, a masters or doctoral degree which is undertaken after having obtained a bachelors degree. Postgraduate study may be undertaken through a taught course or through research. Taught courses follow a similar approach to undergraduate study with lectures, tutorials, coursework and exams. Taught masters are usually 12 months full-time, or 24 months part-time, in duration. Research masters degrees involve in depth research on a specialised area where you will work independently to prepare a thesis under the guidance of a supervisor.

In general there are three post graduate study options;

## 1. Conversion Course

These are typically one-year taught courses that allow you to 'convert' to a new discipline. Most of these courses are strongly vocational; may be offered at postgrad certificate, diploma, or masters level; and often include professional training.

## 2. Masters Degree

Normally master's degrees are either research based or taught based and typically take one to two years to complete. Some common titles are MA (Master of Arts); MSc. (Master of Science); M.Phil (Masters of Philosophy); MBA (Master of Business Administration)

## 3. Doctoral Research Programme (PhD)

This involves preparing a thesis on a very specialized area of study and takes three or more years to complete. In order to pursue a PhD you will typically need to have completed a Masters programme beforehand.

The academic entry requirements for post graduate courses vary from institution to institution and are also subject to demand and supply. In general graduates will need to have secured a 2.1 degree (a 2.2 may be acceptable for some courses) to be considered for a Masters course.

### What is the Difference Between a Postgraduate Course and a Professional Course?

Postgraduate courses such as the MSc or MA are obviously academic in nature, with the qualifications awarded by educational bodies, while professional courses are more vocation driven with the qualifications awarded by professional bodies. For example in order to become an accountant or solicitor you will need to pass the professional exams set by bodies such as *The Association of Chartered Certified Accountants (ACCA)*, and *The Law Society of Ireland*, respectively.

### Why Do Further Study?

There are a number of reasons why graduates continue into further education and these include:

- ➔ To gain further knowledge in a subject area that was studied and enjoyed at undergraduate level
- ➔ To improve job prospects in a very competitive jobs market



- To change direction in your career by studying another subject area
- To gain a professional qualification, for example in accountancy or law

It's important to point out that while some employers place great value in the advanced knowledge and skills gained from a postgraduate course, other employers may not see it as any great advantage and may not be prepared to pay a higher starting salary just because you have a postgraduate qualification.

### **What Do you Need to Consider When Selecting a Postgraduate Course?**

Before embarking on postgraduate study it is essential that you recognise that this will be a very costly and challenging exercise and you need to be sure that you really want to do it, that you are capable of doing it, and that it will be beneficial to your personal and career development. If you do decide to undertake postgraduate study you should consider the following points;

- Review your academic ability and define your goals and objectives
- Academic requirements for entry?
- Closing date for applications?
- Length of course?
- Full-Time or Part Time study?
- Starting date of course?
- College fees and cost of living in the location you will be staying?
- Possibility of funding assistance?
- Taught Masters or Masters by Research?
- Course content/subject areas/modules of course (available from college prospectus/website)?
- Is work experience part of the course?
- Who awards the qualification? Is it recognized by employers, other institutions or a professional body?
- Reputation of the institution/reputation of course (for example you could check out *The Sunday Times* ranking of universities (available online) if you are considering postgraduate courses in the UK
- What are the job prospects after completing the course? What is the employment record of graduates who completed the course?

### **How Do I Get Information on Postgraduate Courses?**

I would highly recommend you visit [www.postgradireland.com](http://www.postgradireland.com) which is the official postgraduate study directory for students and graduates in Ireland. It provides advice from

careers advisors, insights from full-time and part-time postgraduates, listings of courses in your area of study, and details of institutions and funding bodies. Another very useful source of information can be found at [www.QualifaX.ie](http://www.QualifaX.ie) which is Ireland's National Learners' Database. It provides very comprehensive information on further and higher education, and training courses.

If you are considering postgraduate study in the UK you should check out [www.prospects.ac.uk](http://www.prospects.ac.uk) which is the UK's leading provider of information, advice and opportunities to students and graduates. Employment and postgraduate study guides are available online, digitally, and in print from all UK careers services, careers fairs and on campuses across the UK. Prospects.ac.uk is the UK's biggest graduate careers website.

You should also visit [www.ukcisa.org.uk](http://www.ukcisa.org.uk) which is the website of the UK Council for International Student Affairs and you should also check out [www.educationuk.org](http://www.educationuk.org) which is produced by the British Council to help international students interested in studying for a UK course.

## Which Postgraduate and Further Education Courses are Available at Griffith College?

You will see from the list below a wide variety of some of the postgraduate and professional courses available at Griffith College. Please note the information below was correct at the time of printing but is subject to change. To obtain further information on these or any of our other courses please contact our Admissions Office.

### Postgraduate Courses in Griffith College

#### Computing

- ★ Higher Diploma in Science in Computing
- ★ Higher Diploma in Science in Web Development
- ★ Master of Science in Applied Digital Media
- ★ Master of Science in Cloud Computing
- ★ Master of Science in Computing
- ★ Master of Science in Network and Information Security
- ★ Master of Science in Big Data Management and Analytics
- ★ Postgraduate Diploma in Networking
- ★ Postgraduate Diploma in Science in Applied Digital Media
- ★ Postgraduate Diploma in Science in Cloud Computing
- ★ Postgraduate Diploma in Science in Computing

## Counselling & Psychotherapy

- ★ Certificate in Counselling and Psychotherapeutic Skills and Practices

## Design

- ★ Master of Arts in Design (Interior Architecture)

## Graduate Business School

- ★ Certificate in International Business
- ★ Master of Business Administration in International Business
- ★ Master of Business Administration
- ★ Master of Science in International Business
- ★ Master of Science in International Business and Law
- ★ Master of Science in International Procurement and Supply Management
- ★ Master of Science in Accounting & Finance Management
- ★ Master of Science in Global Brand Management
- ★ Master of Science in International Media Management
- ★ Master of Science in International Tourism and Hospitality Management
- ★ Postgraduate Diploma in Accounting and Finance Management
- ★ Postgraduate Diploma in International Business and Law
- ★ Postgraduate Diploma in International Business

## Journalism & Media Communications

- ★ Master of Arts in Journalism & Media Communications
- ★ Master of Arts in Journalism and Public Relations
- ★ Master of Arts in TV and Radio Journalism
- ★ Master of Science in Applied Digital Media
- ★ Postgraduate Diploma in Journalism and Media Communications

## Law

- ★ Certificate in Mediation
- ★ LL.M. (Blended) in International Commercial Law
- ★ LL.M. in International Commercial Law
- ★ LL.M. in International Human Rights Law

- ★ LL.M. in International Law
- ★ Postgraduate Diploma in International Law

### Pharmaceutical Science

- ★ Master of Science In Pharmaceutical Business and Technology

### The Leinster School of Music & Drama

- ★ Certificate in Drama Performance (20 Credits)
- ★ Certificate in Drama Teaching (40 Credits)
- ★ Certificate in Music Teaching (40 Credits)
- ★ Certificate in Musicianship (20 credits)
- ★ Higher Diploma in Arts in Drama Education
- ★ Higher Diploma in Arts in Music Education

### Training and Education

- ★ Master of Arts in Training and Education
- ★ Postgraduate Diploma in Arts in Training and Education
- ★ Special Purpose Award in Training & Education

## Professional Courses in Griffith College

### Accounting

- ★ ACCA (Association of Chartered Certified Accountants)
- ★ ACCA – Computer Based Exams
- ★ ACCA Diploma in Accounting & Business
- ★ ATI (Accounting Technicians Ireland)
- ★ CPA (Certified Public Accountants)
- ★ CPA – Computer Based Exams
- ★ CPA – Certificate in Business & Accounting
- ★ CPA Certified Tax Advisor

### Law

- ★ FE1 Preparatory Course (Law Society Entrance Exam)
- ★ Kings Inn Entrance Exam Preparatory Course

## Business

- ★ Certificate in Dual Career Development (Sport)
- ★ Certificate in SME Management

## Short Courses in Griffith College

### Business

- ★ Diploma in Marketing Management
- ★ Diploma in Human Resource Management
- ★ Diploma in Business Management
- ★ Business Analysis Foundation
- ★ Diploma in Leadership Skills
- ★ Certificate in Online Marketing and Digital Strategy
- ★ Diploma in Online Marketing and Digital Strategy
- ★ Diploma in Finance for Non-Financial Managers
- ★ Diploma in Credit Management & Debt Collection
- ★ Diploma in Investment Operations & Compliance
- ★ Diploma in Project Management
- ★ Prince2 Project Management
- ★ Diploma in Capital Markets, Investment and Trading
- ★ Certificate in Administration and Office Skills
- ★ Certificate in International Hospitality Management
- ★ Copyright for Artists and Business
- ★ Effective Public Speaking

### Counselling

- ★ Certificate in Counselling and Psychotherapeutic Skills and Practices
- ★ BA in Counselling and Psychotherapeutic Skills and Practices

### Desktop Publishing/Graphic Design

- ★ Introductory to Desktop Publishing
- ★ Progressive Desktop Publishing

## Computing

- ★ Certificate in Web Page Design & Development
- ★ Diploma in Dynamic Web Applications
- ★ AutoCAD/Computer Aided Design
- ★ Computer Aided Design AutoCAD 2D - Introduction
- ★ Computer Aided Design AutoCAD 2D - Advanced
- ★ Computer Aided Design AutoCAD 3D - Advanced
- ★ PC Maintenance & Repair
- ★ CompTIA A+
- ★ CompTIA Network+
- ★ CompTIA Security+
- ★ Cisco Certified Network Associate (CCNA)
- ★ ITIL Service Management Foundation
- ★ Microsoft Word
- ★ Microsoft Excel
- ★ Microsoft Access
- ★ Microsoft PowerPoint
- ★ Microsoft Outlook

# 7



## The Gap Year

*‘Certainly, travel is more than the seeing of sights, it is a change that goes on deep and permanent, in the ideas of living’*

Miriam Beard

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**A** gap year also known as “year out”, “year off”, “deferred year”, “overseas experience”, refers to a prolonged period (often, but not always, a year) between a life stage. The most popular gap years are taken during or after graduation or during a career change. **If you do decide on a gap year be sure of your motives/reasons for doing so and consider your career plans for when you return. Use the time out constructively as this will give you very worthwhile and useful experience.**

Over the past decade the gap year has increased in popularity as students and graduates wish to;

- ★ experience new cultures
- ★ gain experience for their CVs
- ★ undertake voluntary work

Two websites in particular are very informative [www.gapyear.com](http://www.gapyear.com) and [www.gap-year.com](http://www.gap-year.com) and I would also recommend you read ‘*The Gap-Year Guidebook*’. **It’s also very important that if you decide to take a gap year that, where possible, you make it productive and develop additional skills/work experience which will enhance your CV.** It is entirely probable that you will be asked at subsequent interviews to discuss how you spent your gap year.

**Before embarking on a ‘year out’ check government websites such as [www.dfa.ie](http://www.dfa.ie) for destinations to avoid and for ones that are safe.**



## Voluntary Work

*‘Generosity is giving more than you can and pride is taking less than you need’.*

Kahlil Gibran

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One of the options that some consider for their gap year is that of voluntary work. There are opportunities to work for a number of organisations both in Ireland and overseas. Voluntary organisations and charities provide worthwhile and very rewarding ways of gaining relevant work-experience. By taking part in a voluntary work project you can learn about a different culture, help and meet new people. Voluntary work also provides work experience that contributes to your CV and it provides employers with evidence of your maturity, determination and team working skills.

Before you decide to pursue voluntary work it is advisable that you are very clear regarding the amount of time you are willing to commit; the voluntary organisation you wish to work for; the type of work-experience/skills you desire and how it may fit into your overall career plans.

In *Appendix 6* you will find links to voluntary organisations and charities operating in Ireland and overseas.



# APPENDICES

## Useful Sources of Information

### Career Resources and Job Websites

[www.accountantsjobs.com](http://www.accountantsjobs.com)

[www.agcas.org.uk](http://www.agcas.org.uk)

[www.aiesec.org](http://www.aiesec.org)

[www.alec.co.uk](http://www.alec.co.uk)

[www.askabout.com/careers](http://www.askabout.com/careers)

[www.bluebrick.ie](http://www.bluebrick.ie)

[www.careerbuilder.com](http://www.careerbuilder.com)

[www.careerdirections.ie](http://www.careerdirections.ie)

[www.careerpath.com](http://www.careerpath.com)

[www.careersportal.ie](http://www.careersportal.ie)

[www.careers4graduates.org](http://www.careers4graduates.org)

[www.doctorjob.com](http://www.doctorjob.com)

[www.e2programme.com](http://www.e2programme.com)

[www.employeabroad.ie](http://www.employeabroad.ie)

[www.entemp.ie](http://www.entemp.ie)

[www.enterprise-ireland.com](http://www.enterprise-ireland.com)

[www.fas.ie](http://www.fas.ie)

[www.findajob.ie](http://www.findajob.ie)

[www.gapyear.com](http://www.gapyear.com)

[www.gap-year.com](http://www.gap-year.com)

[www.gradireland.com](http://www.gradireland.com)

[www.graduatecareersireland.com](http://www.graduatecareersireland.com)

[www.graduatejobs.ie](http://www.graduatejobs.ie)

[www.groupgti.com](http://www.groupgti.com)

[www.hobsons.com](http://www.hobsons.com)

[www.iaeste.org](http://www.iaeste.org)

[www.indeed.ie](http://www.indeed.ie)

[www.insidecareers.co.uk](http://www.insidecareers.co.uk)

[www.internships.com](http://www.internships.com)

[www.introprogramme.com](http://www.introprogramme.com)

[www.irishjobs.ie](http://www.irishjobs.ie)

[www.jobs.aol.com](http://www.jobs.aol.com)

[www.jobfinder.ie](http://www.jobfinder.ie)

[www.jobinterviewquestions.org](http://www.jobinterviewquestions.org)

[www.job-interview.net](http://www.job-interview.net)

[www.jobs.ie](http://www.jobs.ie)

[www.jobsearch.about.com](http://www.jobsearch.about.com)

[www.jobsearch.ie](http://www.jobsearch.ie)

[www.kompass.ie](http://www.kompass.ie)

[www.loadzajobs.ie](http://www.loadzajobs.ie)

[www.monster.ie](http://www.monster.ie)

[www.parity.net/plus](http://www.parity.net/plus)

[www.postgradireland.com](http://www.postgradireland.com)

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

[www.publicjobs.ie](http://www.publicjobs.ie)

[www.qualifax.ie](http://www.qualifax.ie)

[www.recruitireland.com](http://www.recruitireland.com)

[www.simplyhired.ie](http://www.simplyhired.ie)

[www.skillsireland.ie](http://www.skillsireland.ie)

[www.skillsaccounts.direct.gov.uk](http://www.skillsaccounts.direct.gov.uk)

[www.startingabusinessinireland.com](http://www.startingabusinessinireland.com)

[www.susanireland.com/coverletterwork](http://www.susanireland.com/coverletterwork)

[www.targetjobs.co.uk](http://www.targetjobs.co.uk)

[www.workingabroad.ie](http://www.workingabroad.ie)

## Books

### Job Hunting/Career Choices

- ➔ *A-Z of Careers and Jobs*. Hodgson, Susan
- ➔ *Brilliant Graduate Career Handbook*. Done, Judith & Mulvey, Rachel.
- ➔ *Choosing your Career*. Longson, Sally
- ➔ *Employability Skills* Hind, David & Moss, Stuart
- ➔ *Finding Work Overseas* Cunningham, Matthew
- ➔ *How to Get a Job You'll Love: A Practical Guide to Unlocking Your Talents and Finding Your Ideal Career*. Lees, John
- ➔ *How you can get that job!* Corfield, Rebecca
- ➔ *Jobs and Careers Abroad*. Perith, Deborah
- ➔ *Net That Job!* Krechowicka, Irene
- ➔ *Peterson's Summer Jobs for Students*
- ➔ *The Career Book*. Downes Jane
- ➔ *The Gap-Year Guidebook*
- ➔ *The Graduate Career Guidebook*. Rook, Steve
- ➔ *The Penguin Careers Guide*. Gray, Philip
- ➔ *Transferable Personal Skills*. Hind, David
- ➔ ***What Colour is Your Parachute? A Practical Guide for Job-Hunters and Career Changers*. Bolles, Richard Nelson (global bestseller)**
- ➔ *Your Job Search Made Easy*. Parkinson, Mark
- ➔ *100 Top Internet Job Sites*. Ackley, Krisling, M.

### Using LinkedIn/Social Media as a Job Search Resource

- ➔ *How to Build the Ultimate LinkedIn Profile in Under an Hour*. MacCarthy, Andrew
- ➔ *How to Get Your Ideal Job (Using LinkedIn, Social Media and the Internet)*. James, Nigel
- ➔ *LinkedIn: Guide to Making Your LinkedIn Profile Awesome*. Rook, Steve

### CVs and Cover Letters

- ➔ *Business Communication with writing improvement exercises*. Davies, Hemphill, Phyllis
- ➔ *Communication for business in Ireland*. McClave, Henry
- ➔ *Creating A Successful CV*. Howard, Simon
- ➔ *How to write a curriculum vitae*. Hughes, Roger

- ➔ *Preparing the Perfect CV*. Corfield, Rebecca
- ➔ *Preparing the Perfect Job Application*. Corfield, Rebecca
- ➔ *Readymade Job Search Letters*. Williams, Lynn
- ➔ *The Perfect CV: All you need to get it right the first time*. Eggert, Max
- ➔ *Ultimate CV*: Yate, Martin John
- ➔ *Writing a CV that works*. McGee, Paul

## Interviews

- ➔ *Brilliant Answers to Tough Interview Questions*. Hodgson, Susan
- ➔ *Business Communication: Writing, Interviewing and Speaking*. Majors, Randall.
- ➔ *Effective Interviews: the essential guide*. Rogers, Jenny
- ➔ *Effective Presentation: how to be a top class presenter*. Jay, Anthony
- ➔ *English and Communications for business students* Scott, John F.
- ➔ ***Great Answers to Tough Interview Questions*. Yate, Martin John (global bestseller)**
- ➔ *Guide to cross-cultural communication*. Reynolds, Sara
- ➔ *Job Interviews: Top Answers to Tough Questions*. Lees, John
- ➔ *Making brilliant presentations: structuring and delivering*, Byron, Lynda
- ➔ *Preparation, Application, Your Interview*. Kramer, Lori
- ➔ *Presenting to win: the art of telling your story*. Weissman, Jerry
- ➔ *Professionalism: Real skills for workplace success*. Anderson, Lydia
- ➔ *Public speaking for college and career*. Gregory, Hamilton
- ➔ *Successful Interview Skills*. Corfield, Rebecca
- ➔ *The Complete Q & A Job Interview book* / Allen, Jeffrey
- ➔ *The handbook of communication skills*. Murphy, Frank P.
- ➔ *The Ultimate CV Book*. Yate, Martin
- ➔ *Writing and speaking at work: a practical guide*. Bailey, Edward

## Motivation/Inspiration

- ➔ *Feel The Fear and Do It Anyway: How To Turn Your Fear and Indecision Into Confidence and Action*. Jeffers, Susan
- ➔ *Finding Your Own North Star*. Beck, Martha
- ➔ *How to Win Friends and Influence People*. Carnegie, Dale
- ➔ *Who Moved My Cheese? An Amazing Way to Deal with Change in Your Work and in Your Life*. Johnson, Spencer

## Appendix

# 2

## Sample Cover Letter

Your Address

Hiring Manager Name.

Title.

Company name.

Address

Date

Dear Mr. Hayes, (or to Whom it May Concern)

I recently completed my BA (Hons) Business Studies degree (2:1 honours) at Griffith College Dublin. I am writing to enquire if you expect to have vacancies in your company, particularly in the finance area, for which I might be considered.

I have been following the progress of Orion Investments Ltd. very closely and was very impressed with the vision shown by your company in expanding into new emerging markets, particularly in Eastern Europe. I would relish the opportunity to contribute to this growth.

As a recent business graduate with specialised knowledge in finance, auditing and strategic management I feel I would be ideally suited to a position in your finance department. In addition to my relevant academic qualifications I have also benefitted considerably from my work experience over the past two summers at AK Finance Ltd. in Dublin where I worked as a clerical assistant in the finance section. This role gave me the opportunity to enhance my interpersonal and professional skills and apply many of the quantitative and analytical skills that I acquired through my academic studies.

While working in the finance department I was involved in numerous areas such as; handling general accounts queries; arranging payment of bills; keeping records of financial transactions; and maintaining customer account details.

I believe that with my strong academic qualifications and my appropriate skill set I would make a significant contribution to your organisation. Enclosed is my curriculum vitae for your consideration. I would be pleased to attend for interview to discuss any suitable opportunities and I look forward to hearing from you.

Yours sincerely,

*Paul Murphy*

Paul Murphy

## Appendix

# 3

## Sample CV

### Michael Ryan

#### Personal Details

Address : 12 Main Street, Dublin 2,  
Telephone : 01-xxxxxxxxxx (H) 087-xxxxxxxxxx (M)  
Email : m.ryan@hotmail.com  
Ie.linkedin.com/in/Michaelryan

#### Career Profile

Your qualifications, your experience and what you are looking for.  
E.g. *Business Studies Graduate with 2 years Customer Service experience currently seeking a full time role in the Hospitality Industry*

#### Key Skills

Key Skills with a short example

- ➔ **Languages** – Fluent written and verbal English and French.
- ➔ **Communications** – Delivered over 20 presentations to my peer group in Griffith College
- ➔ **Customer Service** – Dealing with queries from the general public as part of my previous roles
- ➔ **Problem Solving** – handling complaints from customers and ensuring they are handled effectively
- ➔ **IT Skills** – Experience using Microsoft Office and specifically Excel in a finance related role

---

## Education History

2014-2017	BA (Hons) Business Studies	Griffith College Dublin
	<ul style="list-style-type: none"><li>➔ Overall Grade: 2:1</li><li>➔ Principal Courses: Strategic Management, International Business, Management, Buyer Behaviour, Auditing, Taxation, Financial, Management, Business Plan.</li></ul>	
2009-2014	Secondary School	Lawnbrook Secondary School
	<ul style="list-style-type: none"><li>➔ Leaving Certificate completed</li><li>➔ Business Organisation A2, English B2, Economics A2, French C1, Irish B2, Biology C2, Art B2</li></ul>	

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## Career History

June 2017 - to present	Accounts Officer	Power Investment Ltd
	<ul style="list-style-type: none"><li>➔ Handling general accounts queries</li><li>➔ Checking the amounts to be paid and received by the company</li><li>➔ Arranging payment of bills and accounts</li><li>➔ Keeping records of financial transactions</li><li>➔ Maintaining customer account details and checking credit ratings of new customers</li><li>➔ Comparing costs and revenues with budgets</li></ul>	
Summer 2016	Sales Assistant	Spar
	<ul style="list-style-type: none"><li>➔ Customer care and service</li><li>➔ Stock taking</li><li>➔ Training and supervising casual staff</li><li>➔ Reconciling cash at daily close of business</li></ul>	
Summer 2015	Team Leader	Bromleys Teen Summer Camp
	<ul style="list-style-type: none"><li>➔ Located in N.J, USA</li><li>➔ Managed a team of five junior volunteers</li><li>➔ Organised sports and social activities for two hundred students</li><li>➔ Supervised students on leisure pursuits</li></ul>	

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## Volunteering Experience

- ➔ Member of my local Saint Vincent de Paul group. Assisting with fundraising events and local initiatives

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## Achievements and Interests

- ➔ Elected Class Representative 2014 - 2015
- ➔ Captain of Griffith College's cricket team
- ➔ Member of my secondary school's debating team
- ➔ Worked with the Concern charity as a fundraising volunteer
- ➔ Other interests include judo, swimming and travel

---

## References

- ➔ Available on request



## Appendix

# 4

# Sample Interview Questions

## Frequently Asked Interview Questions

1. *Tell me about yourself.*
2. *What do you see as the next step in your career?*
3. *Where do you see yourself in five years time?*
4. *What do you believe your strengths to be?*
5. *What do you regard as your greatest weakness?*
6. *What is your greatest achievement to date?*
7. *What one thing would you change about your present job/circumstances?*
8. *What has been the biggest disappointment in your career to date?*
9. *Which is the most important to you: money, status or recognition?*
10. *How do you typically behave in times of crisis? Example?*
11. *Describe your management style.*
12. *Do you prefer to work on your own or with others?*
13. *What was the last thing/person that made you very annoyed?*
14. *Why have you applied for this particular position?*
15. *Why do you think you are the right person for this job?*
16. *What skills do you have to offer?*
17. *What do you know about the company?*
18. *How do you react to criticism?*
19. *Why do you wish to leave your current position?*
20. *Describe your first week in the job if you were successful?*

## Top 10 Interview Questions

1. *Why do you want to work here?*
2. *What did you like/dislike about your last job?*
3. *What would you like to be doing five years from now?*
4. *What are your biggest accomplishments?*
5. *Can you work under pressure?*
6. *Why should I hire you?*
7. *How do you take direction?*
8. *Tell me about yourself.*
9. *What is the most difficult situation you have faced?*
10. *Do you prefer working with others or alone?*

**Sigmar Recruitment** [www.sigmarrecruitment.com](http://www.sigmarrecruitment.com)

## Other Sample Interview Questions

- ➔ *How would you describe yourself?*
- ➔ *How do you work under pressure?*
- ➔ *Tell me about a time when you failed at something.*
- ➔ *How do you react to criticism?*
- ➔ *What motivates you most?*
- ➔ *What unique abilities or qualities would you bring to this job?*
- ➔ *Why should we hire you?*
- ➔ *What were your three most significant achievements?*
- ➔ *What aspect of this job do you consider most important?*
- ➔ *Are you a team player?*
- ➔ *What would you hope to achieve in the first 12 months?*
- ➔ *What salary are you expecting?*
- ➔ *Have you any questions for us?*
- ➔ *What specific goals have you established for your life?*
- ➔ *How do you determine or evaluate success? Give me an example of one of your successful accomplishments.*
- ➔ *Do you have the qualifications and personal characteristics necessary for success in your chosen career?*
- ➔ *What has been your most rewarding accomplishment?*

- ➔ *Are you more energized by working with data or by collaborating with other individuals?*
- ➔ *What short-term goals and objectives have you established for yourself?*
- ➔ *What do you expect to be doing in five years?*
- ➔ *How has your college experience prepared you for a business career?*
- ➔ *What influenced you to choose this career?*
- ➔ *What will it take to attain your goals, and what steps have you taken toward attaining them?*
- ➔ *What do you think it takes to be successful in this career?*
- ➔ *How would you evaluate your ability to deal with conflict?*
- ➔ *Have you ever had difficulty with a supervisor or instructor? How did you resolve the conflict?*
- ➔ *Tell me about a major problem you recently handled. Were you successful in resolving it?*
- ➔ *Would you say that you can easily deal with high-pressure situations?*
- ➔ *What quality or attribute do you feel will most contribute to your career success?*
- ➔ *What were your reasons for selecting your college or university?*
- ➔ *How will the academic programme and coursework you've taken benefit your career?*
- ➔ *Which college modules or subjects did you like best? Why?*
- ➔ *Do you think that your grades are an indication of your academic achievement?*
- ➔ *What plans do you have for continued study? An advanced degree?*
- ➔ *Before you can make a productive contribution to the company, what degree of training do you feel you will require?*
- ➔ *Describe the characteristics of a successful manager.*
- ➔ *Why did you decide to seek a position in this field?*
- ➔ *Tell me what you know about our company.*
- ➔ *Why did you decide to seek a position in this company?*
- ➔ *Do you have a geographic preference?*
- ➔ *Would it be a problem for you to relocate?*
- ➔ *To what extent would you be willing to travel for the job?*
- ➔ *Which is more important to you, the job itself or your salary?*
- ➔ *Tell me about the salary range you're seeking.*
- ➔ *Describe a time when you were faced with problems or stresses that tested your coping skills.*
- ➔ *Give an example of how you applied knowledge from previous coursework to a project in another class.*
- ➔ *Describe a situation where others you were working with on a project disagreed with your ideas. What did you do?*

- ➔ *Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.*
- ➔ *Recall a time from your work experience when your manager or supervisor was unavailable and a problem arose. What was the nature of the problem? How did you handle that situation?*
- ➔ *Tell of some situations in which you have had to adjust quickly to changes over which you had no control. What was the impact of the change on you?*
- ➔ *Describe some times when you were not very satisfied or pleased with your performance. What did you do about it?*
- ➔ *Describe some projects or ideas (not necessarily your own) that were implemented, or carried out successfully primarily because of your efforts.*
- ➔ *How do you determine priorities in scheduling your time? Give examples.*
- ➔ *What has been your experience in giving presentations? What has been your most successful experience in speech making?*
- ➔ *Tell of the most difficult customer service experience that you have ever had to handle -- perhaps an angry or irate customer. Be specific and tell what you did and what was the outcome?*
- ➔ *Give an example of when you had to work with someone who was difficult to get along with. Why was this person difficult? How did you handle that person?*
- ➔ *Tell me about a time when you had to deal with a difficult person. How did you handle the situation?*
- ➔ *How do you react to criticism?*
- ➔ *Tell me about a time you had to handle multiple responsibilities. How did you organize the work you needed to do?*
- ➔ *What is the most significant contribution you made to the company during a past job or internship?*

## Appendix

# 5

## Recruitment Companies in Ireland\*

*\*The list below provides an overview of many of the recruitment companies in Ireland but it is not an exhaustive list. Please note specialisations and contact details of many of these organisations may change from time to time.*

### **1-800 People Recruitment**

13 Upper Lad Lane, Dublin 2,

**Tel:** +353 1 6472100

**Fax:** +353 1 6472115

Email: [jobs@peoplegroup.ie](mailto:jobs@peoplegroup.ie)

Website: [www.peoplegroup.ie](http://www.peoplegroup.ie)

specialise in temporary, permanent and contract recruitment for call centers.

Positions include multilingual (German and Dutch),

technical support, telesales, customer service, teleservices, employment, information technology.

### **ACR Employment Agency**

All Care Recruitment Ltd,  
5/9 Terenure Place, Terenure,  
Dublin 6W,

**Tel:** 014991440,

**Fax:** 014999019

specialise in Hotel Recruitment, Catering Recruitment, Administration Recruitment, Financial Recruitment, Retail Recruitment and Office Staff Recruitment. Jobs include banking, accounts, insurance, retail, sales, hotel and catering jobs.

### **APB Recruitment Dublin Ireland**

3 Clare Street, Dublin 2,

**Tel:** +353 1 6614522,

**Fax:** +353 1 6614484

specialise in printing, graphic arts and multi-media recruitment, insurance, airline, reservations, travel agency, tour operators, hotel & catering and general office work.

### **Accountancy Appointments & Planet Recruitment.**

21 Eden Quay, Dublin 1.

**Tel:** +353 01 8749901

**Fax:** +353 01 8786492

E-mail: [info@planet-recruitment.com](mailto:info@planet-recruitment.com)

Website: [www.planet-recruitment.com](http://www.planet-recruitment.com)

Positions Offered: Fund

Accounting, Fund Accounting

Related Positions within the

Dublin area only. Continuously

running Graduate Programmes

re Fund Related Positions.

### **Accountants & IFSC Panel.**

107 Lower Baggot Street,  
Dublin 2.

**Tel:** +353 01 6614771

**Fax:** +353 01 6614959

E-mail: [alan@thepanel.com](mailto:alan@thepanel.com)

Website: [www.thepanel.com](http://www.thepanel.com)

Positions Offered: Trainee Accountants in Practice and Industry within the Dublin area. Consultation service for graduates looking to move into Financial Services and Funds within the Dublin area.

**Adecco Recruitment,**

45 Grafton Street, Dublin 2.

Tel: +353 01 6778348

Fax: +353 01 6778349

E-mail: [info@adecco.ie](mailto:info@adecco.ie)

Website: [www.adecco.ie](http://www.adecco.ie)

Positions Offered: Investment Banking, Corporate Banking, Retail Banking within the Dublin area.

**BrightWater Selection,**

36 Merrion Square, Dublin 2.

Tel: +353 01 6621000

Fax: +353 01 6623900

E-mail: [recruit@brightwater.ie](mailto:recruit@brightwater.ie)

Website: [www.brightwater.ie](http://www.brightwater.ie)

Positions Offered: specialise in the recruitment of Accountancy/Finance, Banking, Sales & Marketing and Human Resources personnel. Also provide a Consultancy Service to potential candidates on current market trends, salaries and career advice.

**Brooks Recruitment**

86 O'Connell Street, Limerick.

Tel: +353 - 61 - 413022

Fax: +353 - 61 - 312799

agency dedicated to providing a total recruitment solution service for the Irish Hotel and Catering Industry.

**Centre Point Group**

125 Lower Baggot Street, Dublin 2,

Tel: +353 1 639 2910,

Fax: +353 1 639 1417

a financial recruitment consultancy specialising in Banking and Finance. Offers a broad spectrum of career opportunities, from graduate to managerial positions, in all sectors (I.T. Pharmaceutical, Sales and Marketing, Office, Software, Engineering etc.).

**CPL Recruitment**

83 Merrion Square, Dublin 2,

Tel: +353 1 6146000

Fax: +353 1 614 7274

Email: [info@cpl.ie](mailto:info@cpl.ie)

Website: [www.cpl.ie](http://www.cpl.ie)

One of Ireland's most successful recruitment agencies which focuses on the following areas: IT, Engineering, Contact Centre, Science, Multilingual and Telecoms.

**e-Frontiers Ltd.**

DMG House

12 Camden Row

Dublin 8

Phone: +353 (1) - 6854000

Fax: +353 (1) - 4790501

CV: [cv@e-frontiers.ie](mailto:cv@e-frontiers.ie)

General: [info@e-frontiers.ie](mailto:info@e-frontiers.ie)

Website: [www.e-frontiers.ie](http://www.e-frontiers.ie)

[http://www.linkedin.com/](http://www.linkedin.com/company/e-frontiers-ltd)

[company/e-frontiers-ltd](http://www.facebook.com/efrontiers.ie)

[https://www.facebook.com/](https://www.facebook.com/efrontiers.ie)

[efrontiers.ie](https://www.facebook.com/efrontiers.ie)

IT Recruitment Specialists with continual requirements for Software Developers, Testers, Business/System/Technical

Analysts, BI/DW, Data Analysts, Database Developers, Project/Programme Managers, Technical Architects, System Administrators, Network Engineers, Tech Support

**Grafton Recruitment**

3<sup>rd</sup> Floor, 14-15 Parliament Street, Dublin 2.

Tel: +353 01 6489800

Fax: +353 01 6489999

Website: [www.graftonrecruitment.com](http://www.graftonrecruitment.com)

Accounting, banking, computing, hrm.

**Elan IT ReSource,**

12/13 Temple Lane Sth, Temple Bar, Dublin 2.

Tel: +353 01 6705070

Fax: +353 01 6705080

E-mail: [info@elanit.ie](mailto:info@elanit.ie)

Website: [www.elanit.com](http://www.elanit.com)

Positions Offered: Business Information Systems, Networking, Communications, WAN, LAN, Operations.

**HRM**

47 Fitzwilliam square, Dublin 2

Tel: 00353-1- 6321800

Fax: 00353-1- 6321888

Website: [www.hrm.ie](http://www.hrm.ie)

specialising in accounting, hrm, legal, marketing, banking

**Irish Recruitment Consultants**

11 Ely Place, Dublin 2,

Tel: +353 1 6610644,

Fax: +353 1 6610648

serves a wide range of blue-chip multinational companies and a large selection of Irish-owned indigenous organizations.

#### **Manpower**

8 Harcourt Street, Dublin 2  
Tel: +353 1 6455200,  
Fax: +353 1 6455299  
Website: [www.manpower.ie](http://www.manpower.ie)  
specialising in IT, Finance, engineering, healthcare, pharmaceutical.

#### **Meghen Group**

97 Lower Baggot Street, Dublin 2,  
Tel: +353 1 433 9000,  
Fax: +353 1 433 9090  
specialise in recruitment for Legal (Professional and Secretarial), Secretarial and Administration, Professional Services (IT & Accounting), and Multilingual Staff

#### **Net Nation International**

Net Nation House, 68 Pearse Street, Dublin 2,  
Tel: +353 1 635 9760,  
Fax: +353 1 635 9761  
IT staffing solutions providers and IT Sales recruitment agency

#### **Newman Chase,**

Alexandra House, The Sweepstakes, Ballsbridge, Dublin 4.  
Tel: +353 86 3186606  
Email: [info@newmanchase.com](mailto:info@newmanchase.com)  
Website: [www.newmanchase.com](http://www.newmanchase.com)

Positions Offered: Accounting, Fund Accounting Related Positions within Ireland. Continuously running Graduate Programmes re Fund Related Positions. Trainee Accountants in Practice and Industry. Investment Banking, Corporate Banking, Retail Banking, Sales & Marketing and Human Resources personnel. Also provide a Consultancy Service to potential candidates on current market trends, salaries and career advice. Junior Accounts with Languages, IT (Helpdesk Support), Administration.

#### **Progressive Placements Ltd**

MacMurrough House, 47 Lower Leeson Street, Dublin 2  
Tel: +353-1-6610434  
specialising in recruitment for Administration jobs, engineering jobs, finance jobs, admin jobs, sales jobs, temping jobs, office staff jobs, receptionist jobs and secretarial jobs in Dublin.

#### **Reed**

47 Dawson street, Dublin 2  
Tel: 00353-1- 6736410  
Website: [www.reedglobal.ie](http://www.reedglobal.ie)  
specialising in accounting, financial services, marketing, sales

#### **Sigmar Recruitment Ireland**

8 Dawson Street, Dublin 2,  
Tel: +353 1 4744644,

specialising in Executive, Sales and Marketing, Accountancy, Financial, Technical, engineering, IT, Legal, Hr, multi-lingual, office, secretarial, administration, support staff, insurance jobs.

#### **The Panel**

21 Northumberland Road, Dublin 4  
Tel: 01 661 4771  
Email: [contact@thepanel.com](mailto:contact@thepanel.com)  
Website: [www.thepanel.com](http://www.thepanel.com)  
The Panel is a group of professional recruitment companies specialising in the areas of Accountancy, Financial Services, Legal, IT and Sales & Marketing.

#### **The People Group**

4 Clanwilliam Square, Dublin 2,  
Tel: 01 6619636,  
Website: [www.peoplegroup.ie](http://www.peoplegroup.ie)  
specialising in Sales, Marketing, Management, Finance, Accountancy and Administration jobs.

#### **Recruitment Plus**

20 Lower Kilmacud Road, Stillorgan, Co. Dublin  
Tel: 01-2788610  
Website: [www.recruitmentplus.ie](http://www.recruitmentplus.ie)  
Positions offered: a broad spectrum including Pharmaceutical/Healthcare, Accounts/Finance, Information Technology, Engineering, Administration and Call Centre/Customer Service.

## Appendix

# 6

# Voluntary Organisations

## Volunteering in Ireland

- ➔ [www.activelink.ie](http://www.activelink.ie) ...allows you to check out the different areas of community and voluntary work in Ireland.
- ➔ [www.carmichaelcentre.ie](http://www.carmichaelcentre.ie) ...offers a placement service for a huge variety of voluntary services.
- ➔ [www.volunteeringireland.com/](http://www.volunteeringireland.com/) ...offers support and advice on many aspect of volunteering and lists a range of volunteering opportunities.

## Volunteering Overseas

- ➔ [www.bunac.org/ireland](http://www.bunac.org/ireland) ...work and travel programmes overseas [www.usitnow.ie](http://www.usitnow.ie) information on volunteering in Jamaica, Ghana and South Africa
- ➔ [www.suas.ie](http://www.suas.ie) ...work with schools in India and Kenya
- ➔ Voluntary Service Overseas ... UK organisation recruiting volunteers annually to work in developing countries, 40% of whom work in education.
- ➔ Voluntary work Information Service ... an international service for volunteers, workers and travelers on volunteer projects in over 150 countries.
- ➔ **Advice on travelling abroad** <http://foreignaffairs.gov.ie>
- ➔ **Concern** [www.concern.ie](http://www.concern.ie) ...recruits volunteers aged over 21 (usually) holding a relevant third level qualification to work usually on a long term basis, in less developed countries.



- ➔ **EIL Intercultural Learning** [www.volunteerabroad.ie](http://www.volunteerabroad.ie) ... EIL Intercultural Learning is a non-profit organisation which aims to promote global understanding. It runs a Volunteer Abroad programme providing opportunities for Irish people to work on community-based projects in developing countries. This programme is open to people over the age of 18 who are motivated and have a desire to learn.
- ➔ **GOAL** [www.goal.ie](http://www.goal.ie) ...recruits qualified specialists in a variety of areas to work in Africa, Asia and Eastern Europe. Applicants must be at least 21 and have 2 years work experience. The minimum commitment is usually 1 year.
- ➔ **Interculture** [www.afs.org](http://www.afs.org) ... runs Community Service Programmes in Latin America and Africa involving a voluntary work placement with a local community development project. Possible placements include working with street children, health, environmental and women's projects.
- ➔ **i-to-i** [www.i-to-i.com](http://www.i-to-i.com) ...an adventure travel company specialising in volunteer placements overseas and in TEFL training. They aim to provide safe, worthwhile volunteer placements in Africa, Asia, South America, Australia and Europe. Placements range from 2 weeks to 6 months.
- ➔ **Leargas - The Exchange Bureau** [www.leargas.ie/youth](http://www.leargas.ie/youth) coordinates the Irish arm of the European Voluntary Service programme; an intercultural learning experience for people aged 18-25 who volunteer in local projects of EU member states, Norway, Iceland, Liechtenstein and Central/Eastern Europe for 3 weeks to 1 year.
- ➔ **Outreach Moldova** [www.outreachmoldova.org](http://www.outreachmoldova.org) work for and with severely disabled, orphaned and abandoned children in the Republic of Moldova.
- ➔ **VEEP Nepal** [www.veepnepal.org.np](http://www.veepnepal.org.np) ... a not-for-profit NGO working with children and young people in rural Nepal. Volunteer opportunities include teaching English and raising awareness of basic health & environmental issues.
- ➔ **Viatores Christi:** [www.viatoreschristi.com](http://www.viatoreschristi.com) recruits, prepares and sends lay missionary development workers to work in areas of need overseas.
- ➔ **Voluntary Service International** [www.iol.ie/~vsi](http://www.iol.ie/~vsi) ...coordinates short-term international work camps, teenage work camps, and Asia/Africa/Latin America exchange programme and various other medium to long-term volunteering projects abroad.
- ➔ **Volunteer Missionary Movement** [www.vmm.cjb.net](http://www.vmm.cjb.net) ... is a lay Christian development agency. VMM sends development workers (aged 21+) to Africa and Central America to share their skills and professions.





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