



Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University

How Do I Build A Strong CV?



DCU CAREERS SERVICE
STUDENT SUPPORT & DEVELOPMENT



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Produced by **DCU Careers Service, Student Support & Development**
For the 2019-20 Academic Year.

Note of Caution

Every effort is made to ensure that the information contained in this document is correct but it is essential to check all details at source before making decisions. The Careers Service and the University accept no responsibility for any loss or damage arising as a result of use of or reliance on this information

Introduction

This booklet is designed as a resource to assist with CV preparation and covers both content and layout. There is no blueprint for the perfect CV, but this guide will help you to understand the skills, knowledge, experience and personal traits that can help you to make an outstanding first impression.

CV Layout and Content Guidelines

- Create your CV in Microsoft Word
- Your CV should be **TWO PAGES** in length
- Do not include headings such as Curriculum Vitae, Personal Details, Name, Address
- It is not the convention to include a photograph on CVs for Ireland, the UK and the USA. It is generally only applicable to CVs for Europe
- **Spacing:** single line spacing
- **Main content:** font size 11 or 12, Times New Roman, Calibri or Arial
- **Headings:** font size 12 in capital letters or font size 14, bold, in standard letters
- Name at the top of CV: font size 16-22 (depending on what you prefer)
- Formatting (font type/size, bullet points, tabs, spacing, margins) must be consistent
- Use bullet points to lay out your content, large blocks of text are not recommended
- The language of the CV should be formal, report-like and concise with no waffle
- Content should be relevant and recent
- Order of information: always start with the most recent experience and work backwards
- Do not include personal information such as date of birth, gender, race, religion, marital status
- Avoid starting your sentences with the pronoun I; start with a verb or action word instead (see list of examples of power words/verbs on page 8)
- Avoid repetition of content

- Spell out words instead of using acronyms e.g. ASAP, avoid ampersands (&)
- Do not use the word etc.
- Do not include information that could reflect negatively on you: include achievements, skills, accolades, awards and highlights of your professional and academic experiences
- There must be **NO spelling or grammar errors**
- All information should be accurate and correct, especially results
- See CV main headings and sub-headings outlined in the following pages. You should only include information under headings that are relevant to you. If you don't have experience in a certain area, for example voluntary experience, then just omit this section
- When finished, convert your CV to a pdf document before sending by email
- For information on CV styles in other countries please view the [Going Global website](#) which can be accessed through the [DCU Careers website](#)

Your CV should be **TWO PAGES** in length and remember, there must be **NO spelling or grammar errors**.



Main Sections of a CV

1. Personal Details

This is a small section at the start of the CV and should **not** take up a lot of space.

What to include:

- Insert a header on page 1 of your CV only for your personal details
- Your name should be in larger font than the rest of the CV, size 16 - 22, in bold and centred
- Address, contact telephone number and email address go under your name (make sure both your email address and voicemail message are professional)
- Include LinkedIn profile personalised URL (make sure your LinkedIn profile is up to date if you are including it on your CV)
- If you have a website, blog or other link which showcases your skills in relation to the role you are applying for include it here
- If you are an **international student** include your eligibility to work
- **Teachers:** include teaching council number
- **Nurses:** include ABA pin number

2. Personal Profile (optional)

A personal profile is a short synopsis of you as a professional which highlights your qualifications, experience and key skills that are relevant to the role you are applying for. It should be no longer than 3 or 4 lines and should be tailored for different applications. The purpose of a personal profile is to highlight and provide evidence of the most relevant aspects of your background and experience to encourage the reader (recruiter) to read on.

It can be useful to mind map your skills, strengths; think about why and how you can do the job you are applying for. Be selective and choose 2-3 key skills to focus on. If you articulate this well, you will demonstrate a good level of self-awareness and an ability to communicate through delivering a high level summary of your skills/experience.

An Example:

Final year Multimedia student at DCU expecting to graduate with a 2.1.

Experienced in researching, editing and producing for both TV and Radio;

Developed skills in the use of Protocols and Final Cut Pro through completing various college projects.

Strong communication and teamwork skills from working in various environments across retail and hospitality sectors.

Qualification detail

Role specific skills

Transferable skills

3. Education and Qualifications

Third Level Education:

- Start with your most recent education and work backwards
- Include the dates, name of University or School, programme of study and overall grade or expected grade (you do not need to include specific results unless requested to do so or if you feel it would benefit your application to include high grades achieved in relevant modules)
- For education-related programmes, students should specifically highlight the subjects they are qualified to teach
- List your major and minor specialisms where appropriate
- International students should include the equivalency of qualifications in Ireland. See [NARIC Ireland Foreign Qualifications](#) for details
- Include details of any Erasmus or year abroad where applicable

Projects:

- Include examples of final year or relevant projects giving the title, a short summary on the purpose, research/methodology, equipment used, how the data was analysed and the outcome(s)

Other Qualifications:

- List any additional relevant qualifications. This could include coaching qualifications, FETAC/QQI, Health Care Qualifications or a National Qualification in Personal Training
- International students could include any proficiency exams taken for English language such as the Cambridge Exams

Leaving Certificate:

- Include the points achieved in your Leaving Certificate or equivalent if you are happy to do so
- There is no need to include subjects and grades unless specifically asked or if you feel including strong results in a relevant subject(s) would benefit your application

4. IT/Technical/Laboratory Skills

Students from specific disciplines may also wish to highlight key technical or laboratory skills on the first page of the CV if these skills are essential to the role or if it would benefit the application. If you have gained technical skills through course work or projects, you may want to include these under Education. See examples below (this is not an exhaustive list):

- ✓ **Computing/Engineering/Maths:** Java, C++, Python, HTML, SQL, Matlab, Linux
- ✓ **Science:** Acid-fast staining, Spectroscopy, Cell culture work, Chemdraw, R Studio
- ✓ **Sports Science:** Video analysis, V02 Max Tests, ECG and Respiratory Equipment
- ✓ **Accounting/Finance/Business:** Microsoft Excel, V-Look Ups, Pivots, Macros, SPSS
- ✓ **Journalism/Media/Communications:** Photoshop, InDesign, Quark, Audacity
- ✓ **Psychology:** NVIVO
- ✓ **Languages:** If you are studying a language as part of your degree programme or if you have developed additional language(s) skills through other means then include this information here and include your level of proficiency

5. Employment History

Employment History should ideally start on the first page of your CV and the information should be listed in **reverse chronological order i.e. most recent first and working backwards**

- Avoid long descriptive paragraphs and instead use bullet points to highlight responsibilities and skills developed from your experience
- Use action words and avoid starting sentences with 'I' (see actions words list on page 8)
- Include the core and transferable skills and knowledge you have developed in the workplace; don't just list these; you should provide evidence in your descriptions

- Try to quantify details, include outcomes or specific achievements
- Tailor the content and competencies of your CV to the role you are applying for

Layout/Details to Include:

- Start and end dates (month and year)
- Name of company, location
- Position/job title
- 4-5 bullet points detailing your experience and skills

Experiences that can be Included:

There are a number of ways to present your employment history depending on the type of experiences you have. They can be divided under different headings where appropriate. The following can be considered:

- **Relevant Employment History**

Include experience related to your degree first under an appropriate heading using the recommended formatting (as noted under 'Layout' above) and include metrics, outcomes and achievements.

- **Other Employment History**

Unrelated work history such as retail, hospitality, bar work should be included as it is beneficial for demonstrating the transferability of skills and experiences to the role you are applying for. The following should be considered:

- ✓ Use the recommended formatting (as noted under 'Layout' above)
- ✓ Review the job spec. of the role you are applying for and highlight the skills being sought
- ✓ Try to map these skills on to your experiences and provide evidence of how these skills were developed
- ✓ Ensure to highlight any achievements, outcomes, metrics in the role

5a. Placements as Part of Degrees

- **School Placements**

Primary School Teaching: provide a list of all teaching practice placements. Include the length of the placement, name of school, type of school i.e. all boys/girls/mixed, classes you taught and grade achieved.

Post Primary Teaching: Include the length of the placement, name of school, grade achieved and also some bullet points highlighting the skills and experience you gained.

- **Clinical Placements**

Outline the dates, hospitals, departments, responsibilities of clinical placements undertaken and highlight the key skills and learning.

- **INTRA Placements**

Include start and end dates (month and year), company details, job title/role and outline the experience and skills developed using the standard format (as noted under 'Layout' above). Try to prioritise high level skills and demonstrate the relevance of these skills to the role you are applying for.

6. Voluntary Work

Voluntary work over a prolonged period should be outlined under a Voluntary Work heading, using the recommended formatting as in Employment History (as noted under 'Layout/Details to Include' section 5 above).

Once-off or short-term volunteer experiences such as raising money for charity through specific activities can be included under 'Interests and Achievements.'

7. Interests and Achievements

(can be two separate headings/sections if required)

This section helps to give the reader an insight into your personality and the skills you have gained outside of education and employment contexts. If you have limited professional experience it can be a good place to show the transferable skills you have developed through clubs, societies or extracurricular activities. It can be useful to highlight interests and achievements relevant to your degree or the role you are applying for first. This should be a short and concise section of your CV; 2-3 lines will suffice unless you have had a lot of relevant interests, achievements or extra-curricular involvement.

Things to Think About:

Clubs, societies, sports, cultural festivals, events, theatre, blogging, travelling, gaming, awards, prizes for sports. Don't just give a list, elaborate on your interests and detail your involvement.

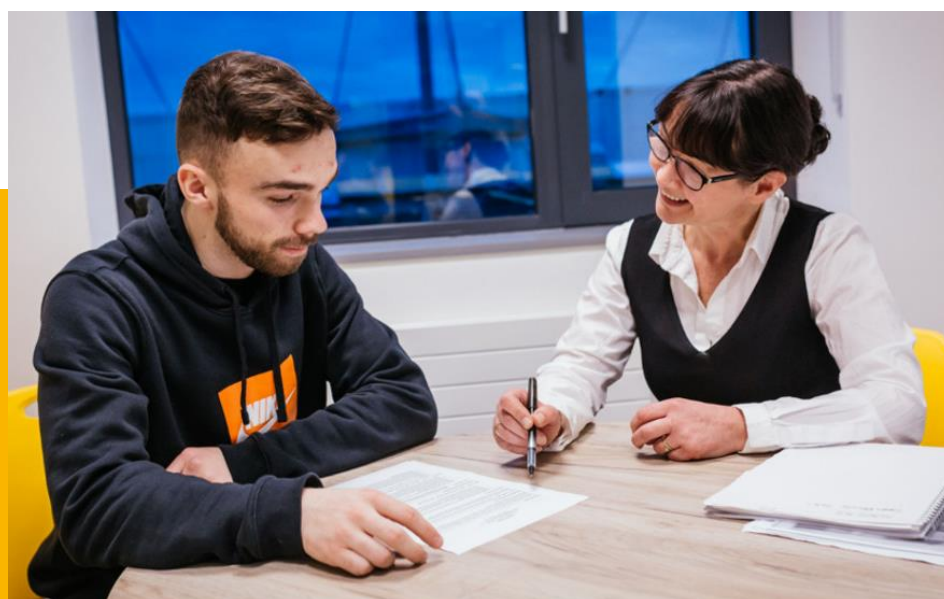
Avoid passive activities such as watching television, relaxing, and avoid reference to socialising with friends, alcohol, gambling or anything that could have negative connotations.

8. Additional Information

If information does not always fall under specific headings you can use an 'Additional Information' heading for aspects of your experience that may not be classified under other headings. Examples of content for this heading could include a driver's licence or professional memberships.

9. References

It is standard to provide contact details of two referees that have given their permission to include their details for reference purposes. Be sure to include information on their role, company/organisation and contact details. It is acceptable however to say 'available on request' unless the application specifically requests details.



Visit a Careers Clinic to get your CV reviewed. Details at dcu.ie/careers

Action Verbs

Below is a list of action words/verbs that can be used to highlight employment experiences, skills and activities in a positive way. These should be used where possible instead of starting sentences with the personal pronoun 'I'.

To Express Creative Skills

Acted	Established	Planned	Simplified
Conceptualized	Fashioned	Proved	Streamlined
Created	Illustrated	Revised	Structured
Customized	Instituted	Revitalized	
Designed	Integrated	Set up	
Directed	Performed	Shaped	

To Express Detail Skills

Approved	Executed	Ordered	Screened
Arranged	Filed	Organized	Simplified
Catalogued	Generated	Prepared	Specified
Classified	Implemented	Processed	Tabulated
Collected	Inspected	Purchased	Validated
Compiled	Monitored	Recorded	Verified
Dispatched	Operated	Retrieved	

To Express Ability to Help Others

Assessed	Diagnosed	Motivated	Reinforced
Assisted	Educated	Participated	Supported
Clarified	Familiarized	Provided	Taught
Coached	Guided	Referred	Trained
Counselled	Inspired	Rehabilitated	Verified
Demonstrated	Led	Represented	

To Express Management Skills

Administered	Coordinated	Organized	Reorganized
Analyzed	Delegated	Oversaw	Revamped
Assigned	Developed	Planned	Reviewed
Chaired	Directed	Prioritized	Scheduled
Consolidated	Evaluated	Produced	Supervised
Contracted	Led	Recommended	

Sample CVs

The pages that follow give examples of CVs for different disciplines and roles; they are for illustrative purposes only and are meant to get you thinking about the information that you might include on your CV and the appearance and layout you prefer.

Note: It is advised that you do not copy any specific content but instead create and tailor a CV that is individual to you.

ANNETTE CURTAIN

25 MULBERRY PLACE,
FINGLAS,
DUBLIN 11

444 7775285
ANNETTECURTAIN2@GMAIL.COM
LINKEDINURL
PORTFOLIO LINK/ SHOWREEL LINK

PERSONAL PROFILE

Final year multimedia student at DCU expecting to graduate with a 2.1 in May 2019; experienced in researching, editing and producing for both TV and radio; skilled in the use of Protools, Premiere Pro, Aftereffects and InDesign; professional experience working as videographer and web designer, very eager to apply my skills and knowledge in a film and TV production environment, available immediately

EDUCATION

Dublin City University **2017 - Present**

BSc in Multimedia (expected Grade: 2.1)

Relevant Modules:

Audio Production with Pro tools and Adobe Audition, Photography and Design, Developing Dynamic Websites, Interface Design, Animation

Final Year Project: [Insert Project Title]

- Development and production of documentary on homelessness in Dublin as part of team of four
- Responsible for scriptwriting, camera operation, film editing and sound production
- Used Final Draft, Premiere Pro and Audition
- View documentary at [insert link]

Software and Languages:

Adobe Suite, Premiere Pro, Photoshop, Aftereffects, Audition, InDesign and Illustrator, HTML, CSS, PHP and Java Script

Moyle Park Secondary School, Ballymun, Dublin 9

2012 - 2017

Leaving Certificate (450 points)

RELEVANT PROFESSIONAL EXPERIENCE

Excel Events, Hogan Street, Dublin 2

May – June 2018

Freelance Videographer and Web Designer

- Responsible for filming of business conference at Citywest Hotel; view video at [insert link]
- Liaising with clients on style and content of project, negotiating price and budget
- Video editing with Adobe Premiere Pro, photography and graphic design for advertising material
- Developing and designing an event web page [insert link]
- Dealing with customers and delivering high standards of service at all times
- Operating the tills and processing payments
- Assisting in quarterly stock takes and maintaining the appearance of the store

OTHER EXPERIENCE

Papa John's Pizza, Main Street, Dublin 11
Cashier

2015 - 2016

- Taking orders from customers at the counter
- Processing orders and payments
- Providing excellent customer service at all times
- Adhering to all HACCP procedures
- Awarded 'Employee of the Month' in June 2016 for excellence in customer service

INTERESTS AND ACHIEVEMENTS

- Active member of DCU Media Production Society from 2017 to present
- Leading member of team that developed and produced [insert name of show], a weekly news show for DCU FM
- Assisted in a range of other productions including [insert name] and developed excellent teamwork, production and project management skills
- Worked on a range of film, music and animation projects [include links and further information on personal projects]
- Raised 1,000 euro for Merchants Quay Ireland charity and donated my time to assist in the development of their website [include web link]
- Active member of Finglas Lawn Tennis Club for eight years; overall winner of Avondale Tennis League competition in 2017

[If you have worked on a lot of projects for example as part of the Media Production Society, or personal web design/ film production projects, it might be useful to include these in a separate heading after relevant work history under a title **Other Relevant Projects**]

REFERENCES

Include details of referees here (name, title, address, tel. no., and email) or if you are running out of space it is acceptable to say 'available on request.'

Paige Turner

77 Writer's Lane, Swords, Co Dublin

Paigeturner101@mail.dcu.ie

083 7775555

www.linkedin.com/in/paigeturner clippings.me/paigeturner

Personal Profile

Final year Bachelor of Journalism student on track for 1.1 overall grade, with relevant experience working as a Reporter and Editor in fast paced environments. Excellent attention to detail, prioritisation and research skills ensuring work is completed to a high standard in line with deadlines. Strong IT with experience of using Adobe Photoshop and InDesign in both college and work settings.

Education

2016 – 2019 **BA Journalism** **Dublin City University, Glasnevin, D9**

Core Modules Include: Perspectives on Financial and Political Reporting, Media Law, Advanced News Reporting, Radio Newsroom, News Design

Specialisms: Photojournalism, Networked News

Final Year Project: [Include a brief description of project, what it involved and the outcome. Think about skills you developed relevant to role you are applying for]

2012– 2017 **Leaving Certificate CAO points: 455** **Manor High School, Swords, Co Dub**

Subjects Include: English (H B1), History (H B2)

I.T. Skills

Advanced Microsoft Word, Excel and PowerPoint, very strong proficiency in iMovie, Adobe Photoshop CC, Adobe Lightroom CC, Adobe Audition CC, Adobe Premiere Pro CC, InDesign, Audacity, foundation knowledge of HTML coding through Adobe Dreamweaver CC, ECDL completed 2017.

Journalism Related Experience

May – June 2019: Broadcast Coordinator (INTRA) **RTE, Donnybrook, D4**

- Uploading pre-recorded audio files onto the database and converting to correct format
- Editing the running order of each show
- Editing and publishing the podcast after each show
- Researching potential guests for 'Morning Ireland' and managing the phone lines

Oct 2018 – Present: News Editor (Voluntary), The College ViewDCU, Glasnevin, D9

- Sourcing and reporting on relevant student issues and national news
- Writing, delegating, editing and publishing articles in the paper and on the website
- Ensuring the most up-to-date news is presented online and in the publication
- Enhanced skills for editing copy, working to deadlines, leadership and delegation

Other Work History

Oct 2017 – Jan 2018: Sales Assistant

Penneys, Omni Park, D9

- Greeted customers and provided a high level of customer service
- Operated cash till, credit card machines, made sales, returns and exchanges
- Processed large deliveries, sorted and arranged clothing items for sale
- Promoted to team leader after six months which involved training and managing staff, and ensuring opening up and close down procedures were completed
- Developed excellent customer service, sales and communication skills

Volunteering

Summer 2016:

Volunteer

Central Remedial Clinic, D3

- Worked as a personal companion to children with cerebral palsy in a summer camp

Journalistic Achievements

- 2019** Article published on 'Off the Ball' entitled 'The Magic of Leinster' [insert link]
2019 Member of DCUFM and co-host the radio shows 'The Mystic Macs' and 'Mindblown'
2018 Contributor to DCUTV news [insert link]
2018 Winner DCU Fotosoc Photography Exhibition

Other Achievements

- 2019** Elected Class Representative for BA Journalism
2018 Winner of Intervarsities Boxing Championships
2017 Captain of Boxing Society at DCU
2016 Won Sportsperson of the Year in final year of school

Interests and Hobbies

- Active member Leinster Boxing Squad for 10 years
- Active member of DCU Photography Society for 3 years
- Public Relations Officer for DCU Athletic Boxing Club for 3 years; manage the club's Facebook, Twitter and Instagram accounts, email club members with news of upcoming events, undertake marketing activities to promote awareness of the club at events
- Member of the Order of Malta; completed Cardiac First Response course in 2017
- Member of St. Vincent de Paul Society at DCU

Referees

Include details of Referees once you have permission or alternatively include 'Available on Request'

JAMES TAYLOR

22 SEVENOAKS CLOSE, DUBLIN 11

JAMES.TAYLOR22@MAIL.DCU.IE

087 223 2323

JAMES.TAYLOR.LINKEDIN.COM

Personal Profile

Outline current situation, particular talents and abilities and personal characteristics relevant to the job description, position and industry (2-3 sentences)

Education & Qualifications

2016 – 2020 BEng in Electronic and Computer Engineering (ECE), DCU

Final year student, expected grade 2.1

Modules include: Computer Architecture and HDL, Control Systems Analysis, DSP-Digital Filters and DFT, Object Oriented Programming with Embedded Systems.

Final Year Project: Indoor Propagation Modelling for Wireless Systems
[Include a brief description of project, what it involved and the outcome
Think about the skills developed that you want to demonstrate to the employer]

Technical and Programming Skills:

C++, C, Java, Javascript, NET SQL, Python, Microsoft Suite, Matlab including Simulink, Linux, SSH, Eclipse, Design Explorer, ECAD

Hardware:

Arduino Uno, PIC16F84A, CADET Trainer, Loctronic Kit, Tektronix Oscilloscope, Soldering Iron

2011 – 2016 David Brooks Community College, CAO points: 480

Subjects include: Physics (HA1), Maths (HB1)

Relevant Work Experience

Feb – Aug 2018: Percolating Waves, Business Park, Dublin 9 (INTRA)

- Extracted raw data and manipulated reports on energy flows
 - Tested new systems using Microsoft.Net platforms
 - Wrote technical support documentation for company systems
 - Supported the implementation stage of projects in a timely manner
-

Volunteering

Sept 2016 – Present: Tutor, CoderDojo Warehouse, Dublin 2

- Tutoring young people aged 14-17 how to code at weekly Saturday sessions
- Teaching Raspberry Pi to those who have mastered Scratch (for novices to learn the basics of programming)
- Developing, in conjunction with the early school leavers programme, a suite of App Inventor skills to support teenagers develop their own community and club specialised Apps

Other Work Experience

Sept 2012 – Present (p/t): Sales Assistant, Topaz Service Station, Finglas, Dublin 11

- Operating computerised stock control systems
- Handling cash transactions and processing end of day balances
- Developing customer focus, time management skills, contributing on teams and resolving problems when unexpected situations arose
- Supervised and trained in new members of staff on store processes

Interests and Achievements

- Fluency in French having lived abroad as a child
- Active member of the DCU Snowsports Society
- Enjoy singing; member of the DCU Campus Choir since 2017
- Player with the winning Sigerson Team (3 Sigerson medals to date)
- Club player with St. Jarlath's GAA club and coach to u. 18s
- Enjoy learning new programme languages outside the curriculum

Additional Information

Full clean driver's licence

Referees

Noah Body, Systems Analyst, Percolating Waves, Dublin 9

T: 8421111

E: noah.body@percolatingwaves.ie

OR

References Available on Request

CATHERINE CLANCY
25 BLACKBERRY LANE, WALKINSTOWN, DUBLIN 12
PH: 111 7775285
EMAIL: CATHERINECLANCY23@MAIL.DCU.IE
LINKEDIN URL

PERSONAL PROFILE

Science graduate with a first class honours degree in Analytical Science, results driven, hands on, adaptable individual with excellent attention to detail. Gained invaluable experience in laboratory practices and learnt key techniques such as spectroscopy, HPLC, GC-MS and pharmaceutical analysis during my four-year degree. Also honed my abilities in troubleshooting, critical-thinking and statistical analysis through working on various projects.

EDUCATION

Dublin City University **2015 - 2019**
BSc Analytical Science (Grade: 1.1)

Modules Included:

Advanced Spectroscopy, Industrial Analysis, Analytical Microbiology, Agricultural and Food Analysis, Pharmaceutical Analysis, Sensors Speciation, Forensic Analysis

Final Year Project:

Title

- *Include a brief description of project, what it involved and the outcome*
- *Think about the skills developed that you want to demonstrate to prospective employers*
- *Did it include a PowerPoint presentation?*

St Bridget's High School, Dublin 12 **2010 - 2015**
Leaving Certificate (480 points)

RELEVANT EXPERIENCE

INTRA Placement (Internship) **April - September 2018**

- Include details of dates, employer, role, duties/responsibilities and skills gained
- Use Action verbs on page 11 to structure bullet point sentences

OTHER WORK HISTORY

Customer Server **May 2017 – Present**
Antonio's Ristorante and Pizzeria, James's Street, Dublin 8

Customer Service Assistant **May – Aug 2016**
LissArd House, Perrystown, Dublin 12

- Enhanced my customers service and communication skills through interacting with a high volume of customers in two busy establishments

Camp Facilitator **May – Aug 2015**
Children's Summer Camp, Clondalkin, Dublin 22

- Honed my leadership skills through role as Children's Camp Leader

INTERESTS AND ACHIEVEMENTS

- Awarded STEM scholarship from the Department of Education and Skills
- Active member of DCU Science Society since 2017 to present
- Member of the DCU Yoga Society 2017 to present
- Committee member for four years on the Science Society, assisted in developing and running of Science week on annual basis
- Member of Home Farm Football Club from 2006 to present
- Volunteer for St. Vincent de Paul doing soup runs in Dublin city centre
- Enjoy improving my language skills through extra-curricular classes and travel

REFERENCES

Include details of references here, or if you are running out of space it is acceptable to say available upon request

Justin Case

12 Hampstead Drive, Dublin 9
justin.case2@mail.dcu.ie, 086 861 1111
justin.case.linkedin.com

PERSONAL PROFILE

Final year Psychology student anticipating a 2.1 degree in DCU. Extensive research skills using a variety of assessment techniques, SPSS and both qualitative and quantitative research methods. Experienced in the area of child development from both academic and work experience involving working with children aged 10-12 years in an educational support setting.

EDUCATION AND QUALIFICATIONS

2016 – Present: **BSc Psychology, Dublin City University (PSI accredited)**
 Expected grade 2.1

Modules include: Child Development, Education Psychology, Cognitive Psychology, Social Psychology, Critical Thinking, Psychological Measurements and Assessment, and Research Skills

Relevant Projects

- Undertaking group project focusing on investigating the relationship between family dynamics and children's performance in school
- Responsible for conducting literature review, investigating the salient factors, analyzing and interpreting data, and co-writing the report. Presented findings to 28 peers and academic staff
- Gaining understanding of emotions and social theories of child development and enhancing skills in area of group dynamics, SPSS and NVIVO

2011 – 2016: **Aidan's Community College, CAO points: 500**

PSYCHOLOGY RELATED EXPERIENCE

Feb - Sept 2018: **Research Assistant on Child Development project (6-month Internship)**
 Education Department, St. Patrick's College, Drumcondra

- Assisting with appropriate research questions; setting up data sets and testing participants in conjunction with primary researchers
- Utilising the Rosenberg Self-Esteem assessment instrument; conducting secondary research using a variety of assessment techniques such as using data from Growing Up in Ireland
- Coding data and applying appropriate statistical tests using SPSS; writing up of final report
- Developing skills in organizing, project management, research methodology, engaging in research teams and effective use of time management

May 2016 – Present: **Volunteer, Aisling Project, Dublin (afterschool intervention programme)**

- Engaging in appropriate age related activities such as designing English grinds for children aged 10-12 years
- Understanding children's learning needs and employing interactive group session
- Feedback from their primary school indicates improvement with their reading
- Awareness of Child Protection guidelines relevant to the Aisling Project
- Gaining practical experience in the social and emotional aspects of child development
- Developing reflective skills to enhance personal development and critically evaluating progress with marginalized population

OTHER WORK HISTORY

2016 – Present (p/t): Sales Assistant, Next Department Store, Blanchardstown, Dublin 15

- Consistently meeting sales targets
- Operating computerised stock control systems
- Providing high quality customer service to over 500 customers per day
- Handling cash transactions
- Developing customer focus skills; time management, contributing to teams, coping with problems and unexpected situations

INTERESTS AND ACHIEVEMENTS

University: 2016 – Present

Active member of the DCU Psychology Society. From September 2016, joined the Board of Members as the Recruitment Officer for the Society. Members attending the psychology events were decreasing year on year. Increased membership by 20% via surveying members, acting on survey results by organising psychology related events of interest.

Music:

Piano: Currently teach piano to children and adults. Understand that children and adults have different levels of confidence and ability. Motivating them to reach their full potential by employing developmental appropriate teaching strategies and techniques. As a result, pass rate for piano exams has increased year on year.

Volunteering:

Organised fundraising event for Focus Ireland which raised €2,000. Also, involved with weekly soup run for the organisation.

ADDITIONAL SKILLS AND INFORMATION

IT Skills: SPSS in college and also in free time; competent user of Microsoft Word, knowledge of NVIVO
Full, clean driving licence (2019)
Qualified AED and First Aid (2018)

REFEREES

Dr. Anthony Head, Programme Chairperson, DCU, Dublin 9, 555-5555, a.head@dcu.ie

Dr. Jane Ponder, Aisling Project, Axis, Ballymun, Dublin 9. T: 555-55522, jane.ponder@aisling.ie

or alternatively include 'Available on Request.'

Laura Murphy
11 Walsh Park Carlow
laura.murphy52@mail.dcu.ie
087 555 5555
www.linkedin.com/in/lauramurphy

Personal Profile

Include up to 4 lines detailing your qualifications, relevant experience and skills linking to the job requirements outlined in the job description. Use this space to highlight your most relevant skills and to encourage the reader to read the rest of your CV.

Education

2015 – 2018 **Bachelor Business Studies (Hons), 2:1** **Dublin City University**

Core Modules Include: Business Strategy, New Enterprise Development, Globalisation, Financial Accounting and Management Accounting

Specialisms: Human Resources, Finance, Management, Economics, Marketing

Final Year Project: Include a brief description of project, what it involved and the outcome. Think about skills you developed relevant to role you are applying for

2009– 2015 **Leaving Certificate** **CAO points: 480** **Loreto Girls School, Carlow**

Subjects include: Business (H B1), Accounting (H B2), French (H C1)

I.T. Skills

Advanced Microsoft Word, Excel and PowerPoint, completed ECDL 2018, very strong proficiency with SPSS.

Employment History

June 2016 – May 2017: Advisory (INTRA placement) **Penny Lane Consultants, Carlow**

- As part of a team of 5 worked on advisory projects that included re-engineering, change management and roll out of new systems
- Researched emergent markets, particularly in Asia and presented findings to wider team
- Collated and distributed information in time for weekly meetings
- Inputted data on MS Excel and used pivot tables to present information

Other Work History

June – August 2015: Sales Assistant

Eurospar, Moneygall, Carlow

- Prepared ready to eat food at the deli counter including recording of food safety data
- Operated cash till and lottery machines, balanced till, credit card machines at end of shift and completed end of day records
- Worked closely with colleagues to ensure stocks supplies were monitored and that products were attractively merchandised
- Promoted to shift leader after six months

June – Sept 2014 Ice-Cream Parlour Assistant

Ben & Jerry's, Montauk, NY

- Selling and up-selling of products to customers
- Submitted stock orders on company purchasing system and verified deliveries
- Collected customer comments and completed a weekly report sheet for management

Volunteering

Sept 2016 – Present: Volunteer

DCU St. Vincent de Paul Society

- Organise cake sales annually to raise money for the charity
- Visit elderly people in their homes to provide companionship

Achievements

2018 Elected Chairperson of DCU Investment Society and Sector Manager for Goodbody Student Managed Fund

2017 Captain for KUBS Basketball team for three years and captained team to u18 Dublin League and Cup victory

2016 Child Protection in Sport Course completed

2015 Awarded best actress in a supporting role in RTE All Ireland Drama Festival

Interests & Hobbies

- Currently studying German at the Goethe Institute, Dublin
- Active member of KUBS Basketball Club for the past 10 years
- Active member of DCU Investment Society
- Competing member of Carlow Rowing Club, single scull, quads and coxwained eights
- Member of Silken Thomas Players (amateur dramatic group), member of two DCU Societies: St. Vincent de Paul and DCU Investment Society, philanthropic projects and volunteering

Referees

Ms.Bloggs Owner/Manager
Sector Advisory, Spar
Xyz Consultants Carlow
Tel/EmailTel/Email
OR

References Available upon Request

MARY MURPHY

22 MARKET SQUARE, BLACKROCK, DUBLIN
333-323-222 MARYMURPHY@YAHOO.COM
TEACHING COUNCIL NUMBER: PENDING

PERSONAL PROFILE:

Newly qualified Religion and History Teacher having achieved a high 2.1 degree; experienced teaching in a variety of school settings and skilled in developing creative lessons to engage pupils; member and coach for Junior Girls Hockey team at xxxxx; involvement in local arts and drama group.

EDUCATION:

2015 – 2019 St. Patrick's Campus, Dublin City University, Dublin 9
Bachelor of Religious Education and English (achieved 2.1)

Subjects: **Religion:** include some relevant modules from Religion
English: include some relevant modules from English
Education: Foundation Studies; Professional Studies; Curriculum Studies

2011- 2016 Presentation Secondary School, Gorey, Co Wexford
Leaving Certificate (400 points)

SCHOOL PLACEMENTS:

Feb – May 2016 Ringsend Community College (awarded 2.1)
English and Religion Teacher (12-week block placement)

- Developed and delivered creative lessons to engage students
- Taught at Junior and Senior cycle level
- Mention any significant projects/ classes you want to highlight
- Assisted in exam preparation for Leaving certificate students
- Facilitated transition year debating competition
- Assisted in preparation for school inspection
- Assessed and graded homework and exams
- Participated in after-school events including sports day and talent competition; introduced after-school running club for students

Oct – Dec 2015 Insert details for other placements as above

RELEVANT EMPLOYMENT HISTORY:

June – Sept 2011 Enjoy English Summer School, English Language Mentor

- Lead group activities; Coordinated project work, games, arts and crafts
- Designed materials for each age group to encourage the active use of language

2006 - 2010 Assistant Irish Dance Teacher

Taught children from age 5 upwards the steps of traditional Irish dancing; helping them to achieve their best in competitions both local and nationally

OTHER WORK HISTORY:

2011 – 2014 Retail Assistant, Spar, Dublin 7

- Developed excellent communication skills through dealing with members of public and staff
- Dealt with cash; operated till and processed payments

VOLUNTARY WORK:

Jan – May 2018 Tutor, Ballymun Comprehensive

- Provided one to one tuition in Mathematics to two Leaving Certificate students

ACHIEVEMENTS AND INTERESTS:

- **The Gambia Project:** Raised over 40,000 euro with a group of 20 other volunteers which was used to fund the building of new schools and orphanages (2018)
- **Piano:** Achieved a first class honours up to Grade 7 in piano
- **Theatre:** As part of the DCU drama society and played a leading role in Les Miserables
- **Sport:** Currently playing on Mater Dei Camogie team

REFERENCES:

Available on Request

John Smith

22 Quality Street, Drogheda, Co Louth

Mobile: 087 1234567 Email: john.smith222@mail.dcu.ie

Teaching Council No: 123456

Personal Profile

Final Year Bachelor of Education student in DCU St. Patrick's Campus anticipating a 2.1 grade. Experienced in developing creative lesson plans to engage all pupils with the curriculum through various placements. Highly effective written and verbal communication skills from liaising with fellow staff members, pupils and parents **[edit this to suit your own skills and competencies]**

Education

2016 - 2020	Bachelor of Education Dublin City University (St. Patrick's Campus), Dublin 9	(expected 2.1)
Major Specialism:	Digital Learning	
Minor Specialism:	Dyslexia and Learning	
Action Research:	'An examination of the usability of digital learning platforms in the classroom'	
2017	DCU, St. Patrick's Campus, Dublin 9 TEFL	
2010 – 2016	St. Michael's Secondary School, Dundalk, Co Louth Leaving Certificate	Points: 495

Teaching Placement [List all placements]

Please note: List details of your 5 teaching practice placements: School Name, Dates, Classes Taught and Teaching Grade achieved. Outline where relevant, if you have gained experience in a particular area for example special needs.

Jan – May 2019	St. Peter's National School, Drogheda, Co Louth Teaching Placement (duration of placement) (teaching practice grade) [Include what classes you taught, type of school, all boys/all girls]
Feb – April 2018	St. Mary's Primary School, Ballymun, Dublin 11 Teaching Placement (duration of placement) (teaching practice grade)
Oct – Nov 2016	Scoil Mhuire, Inchicore, Dublin 8 Teaching Placement (duration of placement) (teaching practice grade)

Additional Teaching Experience

Sept – Dec 2016 St. Gabriel's National School, Dublin 9
Substitute Teacher

- [Detail what classes you taught, type of school, all boys/all girls]
- [Include details of duties and responsibilities in 3-4 bullet points]

Other Work Experience

2016 - Present McGrath's Bar & Grill, Dublin 9
Part time Waiter/Barman

- Working effectively as part of the team to provide a high level of service to customers
- Serving food and beverages in this busy environment, working well under pressure
- Being flexible in my approach to work to take on additional duties as required

Voluntary Work

2017 - 2018 Foroige Youth Club, Dublin 9
Volunteer Youth Leader

- Organised weekly group meetings and activities with a team of 3 youth leaders for young people aged 11-15 years
- Liaised with parents in relation to health and safety, permissions and deal with any queries
- Coordinated fundraising activities and encouraged active participation from club members
- Promoted citizenship behaviours, enabling member to play an active role in their community

Achievements

2018 Hurling All Star Player, Local Club
2017 DCU Access Programme Mentor to first year students
2015 Intermediate Guitar Level II
2014 Silver Gaisce Award

Hobbies and Interests

In my spare time enjoy playing hurling for my local club, playing tennis and keeping fit. I also have a keen interest in music and enjoy playing guitar.

Reference

Available on request

Mary Smith

087 1234567 mary.smith@mail.ie

[Linkedin.com/marysmith12345](https://www.linkedin.com/in/marysmith12345)

PERSONAL PROFILE

A recent graduate of Arts (Joint Honours) having achieved a 2.1, currently undertaking a Masters in Management (Business) in DCU. Fluent French speaker with strong communication and interpersonal skills from working in various environments. Strong problem solving skills with experience of working well under pressure and applying timely solutions to resolve issues.

EDUCATION

2019 - 2020	Dublin City University, Glasnevin, Dublin 9 MSc in Management (Business)
Modules include:	People Management and Development, Consulting Skills and Technology Management
2015-2019	Dublin City University, Drumcondra, Dublin 9 Bachelor of Arts Joint Honours International (2.1 achieved)
Subjects:	Media Studies and French
2017-2018	Sorbonne Université, Paris, France Erasmus Year Abroad
2010-2015	Leaving Certificate Castlebellingham College, Co. Louth

RELEVANT EMPLOYMENT HISTORY

Sept 2019 – Present **Customer Solutions Agent (French) PayPal, Dundalk, Co. Louth**

- Effectively dealing with customer queries in the French market via email and phone
- Liaising with other departments where appropriate to ensure issues are resolved efficiently
- Informing and advising customers about products and features to maximize sales, resolve queries and meet targets

June 2016 – June 2019 **Store Supervisor, Centra, Dundalk, Co. Louth**

- Worked effectively under pressure in order to ensure smooth running of store
- Provided a high level of customer service, communicated effectively with customers and ensuring their needs were met
- Supervised a team of 3-8 employees during busy periods and handling queries efficiently
- Responsible for cashing up and recorded details of sales records and invoices

June 2015 – June 2016 **Customer Assistant, Mace, Castlebellingham, Co. Louth**

- Managed stock rotation and ensured stock levels on shop floor were maintained
 - Served customers in a professional manner and provided excellent customer service
 - Worked as part of the team to complete tasks while also using initiative to undertake tasks and ensure the smooth running of the store
-

VOLUNTARY WORK

June – Sept 2019 English Language Teacher, Education Project, France

- Volunteering to teach English language skills to children aged 12-16 years
- Delivering engaging lessons to groups of 8-15 children

INTERESTS AND ACHIEVEMENTS

During my degree I was an active member of MPS in DCU, the media production society where I contributed to the society's blog, I now continue to blog in my own time on topics such as the French language and travel. I also enjoy swimming on a weekly basis as a member of my local leisure centre.

REFEREES

James Cagney
Manager,
Mace Store,
Castlebellingham,
Co. Louth
087 1111222
jamescagney@email.com

Julie Gammel
Head Customer Service,
Paypal,
Dundalk,
Co. Louth
086 7654321
jgammel@email.com

Anne Bloggs

annebloggs@hotmail.ie 085 1234567 linkedin url

A successful Operations Management professional with a wealth of transferable skills gained in the retail sector. Strong management background combined with effective people skills, developed while managing all aspects of daily operations of a busy store. Possesses a commitment to delivering customer service excellence and a track record of reducing costs through implementation of more efficient processes, strengthening compliance and increasing employee morale. Currently completing Graduate Certificate in the Management of Operations (Level 9, DCU) and seeking a decision-making role in a forward-looking organisation with a focus on continual performance improvement.

Education:

Dublin City University (DCU) 2019-2020

Graduate Certificate in Management of Operations (part-time)

Modules include: Operations, Project and Change Management
Supply Chain Management.

Dublin Institute of Technology (DIT) 2008-2012

BA in Business Studies (2.1 Hons)

Modules included: Supply Chain Management
Management Accounting
Strategic Management
Financial Reporting

Relevant Employment Experience:

Assistant Manager Londis, Main St, Dublin 2. June 2016 to date

- Focusing on growing the business and maximising in store profitability. Sales and footfall increased by 6% in 2017 and 2018.
- Deputised for Store Manager during his long-term sick leave of 6 months in 2019
- Key contact with suppliers, with full responsibility for stock management
- Motivating team of four to achieve and surpass performance goals and store targets
- Creating and working to business growth plans
- Managing and training staff in every area of business
- Forging long term and positive relationships with new and existing customers.

Sales Assistant Next, Main St, Dublin 2 Oct 2012 – May 2016

- Consistently met sales targets
- Employee of the Year in 2015
- Operated computerised stock control systems
- Provided high quality customer service to over 500 customers per day
- Handled cash transactions
- Developed customer focus skills, time management, teamwork and dealing with problems and unexpected situations.

DCU Careers Service

If you are thinking about your next step, or need help deciding what is the best option for you, the Careers Service at DCU can help you to develop a plan for when you graduate. [Go to our website](#) to see the range of services available to you:

Make sure to check our [Events Page](#) regularly for details of employer talks on campus, career workshops, skills sessions and Quick Query CV clinics.

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