

# TU Dublin Career Development Centre

## CV (Curriculum Vitae) Review Protocol

**TU Dublin Career Development Centre is experiencing a large increase in demand for CV reviews.**

For us to meet this demand and make consultations as productive as possible, **students, in advance of the consultation, must:**

- read the section on [CVs on our website](#) and amend your CV as per the guidelines stated in the TU Dublin CV Checklist
- upload their CV to [Careers Set](#) for instant online feedback review and amend as appropriate
- forward a copy of your amended CV to your careers coach or [careers.city@tudublin.ie](mailto:careers.city@tudublin.ie)

### **Your Careers Coach will:**

- Within three working days of receipt of the original email we will endeavour to book a 15-minute feedback session, where you will get feedback on structure, language, impact, presentation, and the extent to which your CV is targeted to the role you are applying for
- provide you with advice on what needs to be improved upon

### **Your Careers Coach cannot:**

- offer a proof-reading service, nor give detailed feedback or coaching on English language competency

Following this protocol, will enable us to optimise time and resources and support you to build a CV to a professional standard.

TU Dublin Career Development Team