LOVE YOUR CAREER

A Winning CV

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TU DUBLIN
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What will we consider today?

1. Key considerations before you start working on your CV.

2. Building blocks for an impactful CV.

3. Pitfalls to avoid.

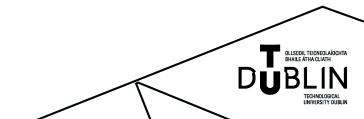4. Consider what changes you might make to your CV?

Purpose of your CV?

- Your first introduction to a potential employer.
- Your own personal sales and marketing document.
- A way to highlight your academic qualifications, skills and work experience AS THEY RELATE TO THE JOB!
- To get shortlisted for an interview.

Target audience

- Have a 'Master CV' on file but **tailor** your CV for each application, targeting the specific employer.

- Consider who your target audience is – who is the employer & what do they want to see?

The employer perspective

- Put yourself in the shoes of the employer. What do you think they are looking for?
- How can you find out?
- How can you **match** yourself to the role?

How employers decide what they need?

- Establish what skills, personal qualities, technical abilities, etc. are required.

- Establish criteria.

- Design Job Spec and Job Advert.

- **Compare candidates' abilities to MATCH criteria against evidence they provide.**

What the employer wants to know:

ABILITY: Can you do the job? (Job spec -Skills, knowledge & experience req.)

Skills and knowledge

Values and Interests

Personality

MOTIVATION: Do you want this job? Do you sound keen and interested in it? Are you motivated to do the job. (Job spec may describe some key attributes req.)

BEST FIT: Will you fit in with the team and have the right personality fit for the role? (Job spec may describe type of characteristics req.)

Do your research to highlight your relevance

- **Research the Employer & the Role:**
    - Analyse the job spec/advert.
    - What are the skills, knowledge & qualities required.
    - What are the values of the organisation.

- **Self-awareness:**
    - How do your skills, personality & experience match the job spec.
    - How can you highlight the relevance to the role.
    - What is your **USP**?

Skills analysis

Area	Skill	Evidence - Some prompts – elaborate with specifics & give details
College	Examples: • Teamwork • Communication – presentations and report writing • Analytical Thinking	Course projects – describe project steps Assignments. Student activities e.g. leadership role in a club, fundraising, organising events.
Any work Experience you have (e.g. Work placements, Volunteering, Freelance, Temping, part time work)		
Interests/Outside activities (e.g. Sport, leisure, clubs, Passions, Community, Charity)		

Building Blocks – Key CV Sections

- Personal Details
- Education
- Employment History/Record (Key Responsibilities or Achievements)
- Skills Profile
- Interests & Achievements
- Referees

- **Optional**
- Personal Profile / Key Achievements
- Link to your portfolio/website showcasing examples of your work
- Projects descriptions
- Awards

Skills profile

Highlight your main strengths under clear headings: Remember to **tailor to the job spec**.

Divide your strengths in to broad areas such as creative, teamworking, project management, administrative skills and IT or other skills relevant to the requirements of opportunity.

Critical to provide **examples** of the skills from your life (education, work experience and or interests) rather than a unsubstantiated list.

Other elements to include in this section would be languages, drivers licence and software training or competencies.

Impact & Metrics > Adding Value! Think effectiveness and efficiency

Raised x amount of money for..	Received x mark for…	Awarded prize for …	Implemented new system of …x….. Which save y resource or z time
	Increased reach by…	Grew membership by…	Level of expertise in a given area – e.g. a piece of industry software

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Education

2016 – 2020   **BSc (Hons) Computer Science,** Technological University Dublin
Results: Pending.   **3rd year: 2.1 (Hons) including 78% in Software Engineering**

Modules: Computer Architecture and Technology; Microprocessor Systems; Operating Systems; Program Design; Object Oriented Programming; GUI Programming; Client Server Programming; Web Development; Software Engineering; Algorithms and Data Structures.

Programming: C-Programming, HTML, XNA, XML, JSP, C#, SQL, Assembly Language, Linux/UNIX Programming, CSS, Java, JSP

Projects: ******(IT Skills could be mentioned here if you don't have project experience)

Web Development: "Development of an on-line quotation system for Byrne Haulage Company"
- Discussed requirements of system needed with manager of the organisation.
- Designed structure of the website. Implemented website using ASP.
- Built website using HTML, ensuring fast running and efficiency.
- Designed the presentation of each webpage using Cascading style sheets.
- Used VBscript to enable interaction between the user and the website.
- Tested the website, ensuring that that it was fully functional and that no errors occurred.

Databases: Team Project: "Designing recording system using Visual Basic"
- Agreed requirements of project and divided up work allocation.
- Designed and built system for fictional medical clinic using SSADM.
- Collaborated with team members on progress of project and difficulties encountered.
- Carried out analysis, testing, prototyping, coding and implementation of the system.
- Gained invaluable experience in systems design, teamwork, project management and record keeping.
- Presented the completed system and received an 85% grade.

2010 - 2016   **Leaving Certificate,** St Luke's Secondary School, Milltown, Dublin
Higher: Physics B1, Chemistry B3, English B3, French C3. **Ordinary:** Maths A1, Irish C3.

Employment

Summer 2019   **IT Support**, Leaseplan Infrastructure Services, Dundrum, Dublin 14

- Responsible for managing, monitoring and problem determination of hardware and software to ensure that IT services were delivered to agreed service level specifications
- Ensured that the IBM iSeries operated effectively
- Identified and rectified operational exceptions and error conditions. Escalated problems requiring internal/external specialist or management attention
- Ensured a high-availability service to our international customer base
- Monitored on-line systems to ensure they were operating effectively
- Documented tasks and system architecture to meet the organisation's documentation standards

Summer 2017 & 2018 Sales Assistant, Top Shop, Dawson Street, Dublin.

- Operated cash registers and accepted payment, prepared finance arrangements through invoices and contracts
- Advised customers on the location, selection, price, delivery, use and care of goods available from the store
- Took special orders for items not currently in stock, or not normally stocked, and notified customers when items arrived
- Priced, stacked and displayed items for sale, and kept the store tidy and well presented.

Interests & Achievements

- **College:** Elected Class Representative (second year). Role involved liaising with fellow students and academic staff on a wide range of issues
- Member of "Homework Club" in DIT – assisted primary school children with IT specific projects
- **Sports:** Keen interest in soccer. Member of Navan Football Club. Also enjoy cycling and swim regularly in local pool.
- **Travel:** Have travelled extensively in Europe and US. Enjoy meeting people of different cultures
- **Music:** Listen to wide variety of music and play acoustic guitar

Other Skills

- **Teamwork:** Can work independently or as part of a team. Able to motivate others, employ tact and build relationships - developed through work experience and case studies
- **Problem Solving:** Strong analytical and problem solving capacity. Approach practical problems using creativity and resourcefulness. Strong organisational skills. Pay close attention to detail – essential to completion of final year project
- **Communication:** Can deliver presentations to a target audience and field questions under pressure. Able to write in a variety of formats, e.g. assignments, reports and business correspondence
- Full clean driving licence

Referees

Mr John Ryan, Course Co-ordinator, School of Computing, Technological University Dublin, Kevin St., Dublin 8
T: 01 402 3333, **E:** john.ryan@dit.ie

Mr Joe Jackson, IT Manager, IT Space Infrastructure Services, Hills Road, Dundrum, Dublin 14.
T: 01 234 5678, **E:** joe.jackson@itspace.ie

Top Tips:

Clear consistent
layout.
2 pages, A4
Be wary of
templates.

Does your CV
look good
visually i.e., not
too dense?
Is your design
consistent?

Main selling
points on
first page.

Spelling,
grammar &
syntax needs
to be
perfect.

Give highest
priority to
best & most
recent
examples of
your ability
to do the
specific job.

Professional
language-
no waffle or
buzz words.

What is your
USP??

Be
truthful
but do
promote
yourself.

Employers' CV pet hates: layout/style

Poor Spelling and Grammar / Punctuation
Poor attention to detail
CV too long
Poor formatting / text alignment
Sections unclear
Lengthy paragraphs
Not using bullets
Text size too small / big
Font style hard to read
Key selling points hidden - not on first page
Unprofessional tone (too basic/familiar)
Not dated properly
Use of personal pronouns
Hard copy CVs
Printing 2-sided , poor quality paper

Employers' CV Pet Hates: Content

CV not tailored

CV Boring!

Not using 'keywords'

Highlighting duties not achievements - absence of detail and metrics

Irrelevant / Unnecessary info. Padding!!

Irrelevant interests and achievements

Gaps!

Dumbing down your CV!

Negative information

Contact details - outdated / inappropriate

Too many personal details - health, family/marital status etc.

Graphics overload

Dishonesty

Inappropriate referees

Making an Impact

- Review your CV from the employer's perspective – what message do you get?
- Does your CV communicate the skills & experience you want to get across?
- Have you matched the job spec as much as possible?
- Is your CV well written and concise?
- Is it visually appealing and uncluttered?

Change

- Think about your own CV, what changes might you make?

- Remember, your CV is your personal document so there are no right or wrongs but there is often room for improvement!

- What actions might you take to tailor and target your CV for <u>each</u> application?

Key Resources

- **CV & Cover Letter Resources:** tudublin.ie/for-students/career-development-centre/students-and-graduates/

- **Self Reflection & Skills Analysis:** https://www.tudublin.ie/for-students/career-development-centre/students-and-graduates/career-decision-making/

Other Webinars to attend this week!

- Today @4pm – **Ace that Virtual Interview**

- Tomorrow @11am – **How to Impress on Application Forms & Further Study**

- Tomorrow @12pm – **My Professional Brand**

- Friday @ 1pm – **Job Hunting Effectively**