

# International Business and Languages

Your Careers Adviser  
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[www.tudublin.ie/careers](http://www.tudublin.ie/careers)



## Skills developed in college

You've developed a range of skills through your education, work experience and personal interests and achievements.

Understanding what skills you have to offer and like to use can help you understand what you want in a career, as well as providing key information for job or further study applications.

In terms of securing a job, academic qualifications alone will not guarantee success. Evidence-based skills sections on your CV can demonstrate the broad range of qualities you have to offer employers.

**Opposite are some of the main skills you may have developed while in college:**

### Communication skills, both verbal and written

Expressing ideas effectively and conveying information appropriately and accurately. Influencing others by expressing self effectively in a group and in one to one situations. Showing a range of verbal and nonverbal signals that the information being received is understood.

### Teamwork/working with others

Working effectively and confidently within a group to achieve a common goal or task. Including understanding your role within the team, and listening and supporting other team members.

### Problem-solving ability

Identifying, prioritising and solving problems, individually or in groups; possessing the ability to ask the right questions, sort out the many facets of a problem, and contribute ideas as well as answers regarding the problem.

### Time-management skills/ability to meet deadlines

Managing several tasks at once; being able to set priorities and to allocate time efficiently in order to meet deadlines.

### Global Organisations Awareness

Understanding of the architecture of global organisations in terms of strategy, structure, operations, logistic, human resources, financial management, creativity, innovation, change, and decision making.

### Business Awareness

Having an awareness of the business issues that affect specific industries and understanding the environment in which they operate in relation to stakeholder perspectives (customer, supplier, employer, employee, shareholder).

### Cultural Appreciation

Understanding and acceptance of different cultures, religions, economies, governments, and global issues. Appreciating the internal diversity and cross-cultural connectedness of cultures and showing curiosity and openness towards other cultures

### Ability to make quick decisions/work under pressure

Making decisions and taking action. Maintaining performance under pressure and/or opposition.

**You may also have developed a wide range of technical/specific course related skills**

## Types of employers/industry sectors

Some of the main types of employers/industry sectors in which International Business and Languages graduates work include:

- Civil Service
- Diplomatic Service
- Institutions of EU
- European Commission
- European Parliament
- United Nations
- Schools
- Universities and Colleges
- Training Centres
- UNESCO
- Conference, exhibition, and event organisers
- Financial Institutions
- Insurance Companies
- Multinationals & SMEs
- Government departments & agencies
- Government Agencies
- Translation Agencies
- Tour Operators / Travel Agents/ Hotels
- NGOs, Charities & Foundations
- Publishers – books / magazines
- Advertising & PR agencies
- Market Research Companies
- Freight / Shipping Companies
- Accountancy and business service providers
- HR and recruitment agencies

For sector information see:

- [www.gradireland.com](http://www.gradireland.com)
- [www.careersportal.ie](http://www.careersportal.ie)
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.targetjobs.co.uk](http://www.targetjobs.co.uk)

## Career options with your course

Some of main occupations and job profiles secured by International Business and Languages graduates include:

- Interpreter
- Translator
- Software Localisation Officer
- Third Secretary
- International Aid Officer
- Development Worker
- Multilingual Customer Care
- Tour Guide / Manager
- Teacher
- English Language Assistant
- Lecturer
- Export Sales Manager
- Marketing Executive
- Recruitment Consultant
- Event Organiser
- Market Research Executive
- Sales Exec / Manager
- PR Officer
- Tour Operator
- HR Administrator
- Bank Official
- Retail Manager
- Management Consultant
- International Investment Fund Manager
- Financial Adviser
- Business Consultant

For sector information see

- [www.gradireland.com](http://www.gradireland.com)
- [www.careersportal.ie](http://www.careersportal.ie)
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.targetjobs.co.uk](http://www.targetjobs.co.uk)

## Employers who have recruited in your area

Some of the companies who have recruited International Business and Language graduates:

- EBS
- Enterprise Ireland
- AIB
- ATC Ireland
- Infinity Business Academy
- SEB Life International
- Ulster Bank
- Zinopy
- CIT
- Irish Wheelchair Association
- Airtricity
- Diagio
- Dell
- Golden Pages
- Brady Group
- Tourism Ireland
- Whirlpool SSC
- Bord Bia
- Kepak
- Unique Media

## Job Hunting

It is important that you access both the advertised and hidden jobs market and use any and every means available to you to job hunt effectively.

### Advertised Jobs

Most University and IT Careers Services have jobs listings on their websites:

[www.tudublin.ie/jobscene](http://www.tudublin.ie/jobscene)

Graduate programmes and immediate vacancies

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

Graduate jobs UK

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

Immediate jobs/Summer/Graduate programmes

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

Local and national press

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

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

Public service

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

Complete list of recruitment agencies/online recruitment sites

Company Websites - Immediate vacancies and Internships

[www.tudublin.ie/careers](http://www.tudublin.ie/careers)

[Internships/Work placement/Work Experience.](#)

E.g. IBEC graduate scheme - <http://www.ibec.ie/GradLink>, [iagora.com](http://iagora.com), [eurobrussels.com](http://eurobrussels.com), [eu-careers.eu](http://eu-careers.eu), [digitalmarketingjobs.ie](http://digitalmarketingjobs.ie), [internships.com](http://internships.com)

JOB SITES:

- [www.jobs.ie](http://www.jobs.ie)
- [www.glassdoor.ie](http://www.glassdoor.ie)
- [www.jobsireland.ie](http://www.jobsireland.ie)
- [www.monster.ie](http://www.monster.ie)
- [www.recruitireland.com](http://www.recruitireland.com)
- [www.indeed.ie](http://www.indeed.ie)

TEACHING JOBS:

[educationcareers.ie](http://educationcareers.ie), [educationposts.ie](http://educationposts.ie), [euraxess.ie](http://euraxess.ie), [heanet.ie](http://heanet.ie), [jobs.ac.uk](http://jobs.ac.uk), [www.education.ie](http://www.education.ie) – English Language Assistant Scheme, Language

Assistant jobs - [www.erasmusinschool.com](http://www.erasmusinschool.com)

INTERNATIONAL RELATED

Internships/Job Opportunities Worldwide. E.g:

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

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

EU Commission - [http://ec.europa.eu/civil\\_service/job/index\\_en.htm](http://ec.europa.eu/civil_service/job/index_en.htm)

European Movement Ireland internships – [www.europeanmovement.ie](http://www.europeanmovement.ie)

- [www.eu-careers.eu](http://www.eu-careers.eu)
- [www.eurograduate.com](http://www.eurograduate.com)
- [www.epso.eu](http://www.epso.eu),
- [www.eujobs.ie](http://www.eujobs.ie)
- [www.europe.jobs.com](http://www.europe.jobs.com)
- [www.eurojobs.com](http://www.eurojobs.com)
- intergrad international career opportunities – <http://tinyurl.com/d7pluyx>
- [www.overseasjobs.com](http://www.overseasjobs.com)
- [www.jobrapido.com](http://www.jobrapido.com)

Commission traineeship: [http://ec.europa.eu/stages/index\\_en.htm](http://ec.europa.eu/stages/index_en.htm)

UN opportunities: [www.careers.un.org](http://www.careers.un.org)

[www.unsystem.org/jobs/jobs\\_opportunities.htm](http://www.unsystem.org/jobs/jobs_opportunities.htm)

The State Department bi-weekly list of international vacancies <http://www.state.gov/p/io/empl/>

European Parliament Traineeships: <http://www.europarl.europa.eu/atyourservice/en/20150201PVL00047/Traineeships>  
[https://youtu.be/\\_BQL3AtIWBI](https://youtu.be/_BQL3AtIWBI) – video on jobs in the EU

Council of the European Union traineeships: <http://www.consilium.europa.eu/>

Assistant roles with MEPs

<https://ec.europa.eu/eures/page/homepage?lang=en> – Jobs in Europe

[http://www.careersportal.ie/sectors/profile.php?sector\\_id=7&client\\_id=111#](http://www.careersportal.ie/sectors/profile.php?sector_id=7&client_id=111#)

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List of Embassies – [www.foreignaffairs.gov.ie](http://www.foreignaffairs.gov.ie), List of Embassies worldwide – [www.embassyworld.org/](http://www.embassyworld.org/)

## Translation Opportunities

- Commission [http://ec.europa.eu/dgs/translation/workwithus/index\\_en.htm](http://ec.europa.eu/dgs/translation/workwithus/index_en.htm)
- <http://translatorsassociation.ie/> – Irish Association of Translators and Interpreters, [translation3000.com](http://translation3000.com)
- [www.translatorscafe.com](http://www.translatorscafe.com) –Directory of translators, Interpreters and Agencies, <http://aiic.net/> International Association of Conference Interpreters
- [www.proz.com/job](http://www.proz.com/job) - Translation opportunities,
- [www.iraal.ie](http://www.iraal.ie) – Irish Association of Applied Linguistics

## Unadvertised Jobs

### Networking

- Job shadow/informational interviewing/work experience.
- Use help from anyone in you network – friends/family/neighbours/colleagues/friends from clubs and societies.
- Get in touch with past guest speakers.
- Utilise 'First Destination Reports' – shows where past graduates have secured work.
- Professional Bodies.
- Join Alumni Association/linkedin TU Dublin Alumni group.
- Find a mentor/keep a job hunting record.
- Utilise contacts gained from: thesis/college work, projects, dissertation, group project
- Utilise contact made through guest lecture series/ previous graduates speakers.
- Business and Other Associations, e.g.: [www.irishexporters.ie](http://www.irishexporters.ie) Ireland/Spain Economic Association [www.isea.ie](http://www.isea.ie) , German/Irish Chamber of Industry and Commerce [www.german-irish.ie](http://www.german-irish.ie)

### Contact companies directly

- Speculative applications + cold calling. Think about your offering
- Contact organisation with ideas (ways to reduce costs, make them more money, speed up R+D, Your Unique Selling Point)
- Utilise directories – [Kompass.com](http://Kompass.com), IDA, Marketing Services Directory, professional bodies, golden pages

### Entrepreneurship

- Freelancing/Work experience/Self-employment/Start-Up
- <http://www.dit.ie/careers/studentsgraduates/interestedinselfemployment/>
- TU Dublin Hothouse - [www.dit.ie/hothouse/](http://www.dit.ie/hothouse/)
- Local Enterprise Office - [www.localenterprise.ie](http://www.localenterprise.ie)
- The Digital Hub - [www.thedigitalhub.com](http://www.thedigitalhub.com)

## Track companies

- Scholarships/Competitions/Blogs / Guest lecturer
- Check out Labour Market trends, [www.careersportal.ie](http://www.careersportal.ie), IDA, IBEC (Retail/Financial Services), [www.tudublin.ie/careers](http://www.tudublin.ie/careers) (labour market news)
- Search newspaper business pages on-line to get success stories on businesses as they are growing – TU Dublin Careers website (labour market news)
- Check out industry award recipients,
- Best Workplaces in Ireland (download on [gradireland.com](http://gradireland.com))

## Other proactive ideas

- Social networking sites (facebook, twitter, LinkedIn, Facebook, Blog, Discussion Groups) Linked-In (set up a profile, link to others, search for companies - employees who have Linked-in profiles, advertised jobs)
- Follow target companies on facebook, linked-in, twitter
- Think of small companies not just big brands
- Consider alternative roles (marketing, sales, PR)
- Undertake voluntary work

For more information on how to go about finding a job and job-hunting sites, [See www.tudublin.ie/careers](http://www.tudublin.ie/careers)

## Interviews

For more information on how to perform in interviews, [See www.tudublin.ie/careers](http://www.tudublin.ie/careers)

## CVs/Cover letters and applications

For information on how to put together a great CV/Cover Letter or Application, [See www.tudublin.ie/careers](http://www.tudublin.ie/careers)

## Useful links (e.g. Company Databases, Professional Bodies, LinkedIn Groups)

This list contains links to some of the most useful websites for your course including professional bodies and associations, employer directories, information sources and LinkedIn groups.

### General websites — useful links

- [German/Irish Chamber of Industry and Commerce - www.german-irish.ie](http://www.german-irish.ie)
- [Ireland/Spain Economic Association - www.isea.ie](http://www.isea.ie)
- [Ireland China Association - www.irelandchina.org](http://www.irelandchina.org)
- [Irish Exporters Association - www.irishexporters.ie](http://www.irishexporters.ie)
- [Irish Association of Translators/Interpreters - www.translatorsassociation.ie](http://www.translatorsassociation.ie)
- [Irish Association of Applied Linguistics - www.iraal.ie](http://www.iraal.ie)
- [Directory of translators, interpreters agencies - www.translatorscafe.com](http://www.translatorscafe.com)
- [World-wide Business Directory - www.kompass.com](http://www.kompass.com)
- [List of Embassies - www.dfa.ie](http://www.dfa.ie)
- [Embassies world-wide - www.embassyworld.com/](http://www.embassyworld.com/)
- [Working abroad \(country profiles\) - www.prospects.ac.uk/country\\_profiles.htm](http://www.prospects.ac.uk/country_profiles.htm)
- [Worldwide Media guide - www.mondotimes.com](http://www.mondotimes.com)
- [Yellow and White pages directories from around the world - www.superpages.com/global/](http://www.superpages.com/global/)
- [Specialists in Student Travel - www.usit.ie](http://www.usit.ie)
- [Working abroad \(country profiles\) www.targetjobs.co.uk/careers-advice/working-abroad](http://www.targetjobs.co.uk/careers-advice/working-abroad)

## Careers open to all disciplines (Including 'Paths Into...' Series)

Many graduate vacancies don't require specific degree subjects as possession of a degree is taken as evidence of intellectual ability. What is more important to the potential employer is the range of transferable skills and experience you can demonstrate.

Many graduate training programmes take final year students from a wide range of disciplines, register with the [Career Development Centre's Jobsence](http://www.careerdevelopmentcentre.ie) for a full list of programmes. Here is a range of career areas that are potentially open to graduates of all disciplines. It's important to note that some of these options may require further study either on the job or beforehand.

If you are considering diversifying or changing career direction a postgraduate conversion course may be a viable option.

Some examples of career areas open to students of all disciplines:

- Teaching & Education
- Financial Services & Accounting
- Marketing, Advertising and PR
- Retail, Sales and Customer Service
- Banking, insurance and financial services
- Charities and voluntary sector
- Fund management / administration and investment banking
- Human resources, recruitment and training
- Management consulting
- Management, business and administration
- Media and publishing
- Public sector and civil service
- Social, community and youth

For further information see: [www.gradireland.com/career-sectors](http://www.gradireland.com/career-sectors)

## Further Study

Are you considering further study or training? See [www.tudublin.ie/careers](http://www.tudublin.ie/careers) for comprehensive information

Conversion courses

Some graduates find that their primary degree did not meet their expectations, either vocationally, academically or personally, and seek change career direction. Conversion courses offer the opportunity to diversify into another chosen career area while meeting the necessary entry requirements for that discipline. However, it should be noted that this is not the case for all disciplines e.g. disciplines such as science and engineering will require an undergraduate degree in that discipline. As with all choices good research and planning are very important. Here are some examples of postgraduate courses pursued by graduates of your discipline:

- Masters in Finance – Smurfit Business School
- Postgraduate Diploma in Accounting – TU Dublin
- PhD – TU Dublin
- Masters in Modern Languages – UCD
- Masters in Strategic Management – DCU
- Masters in International Management – Smurfit Business School
- Masters in Management Statistics – DCU
- Masters in Human Resources – DCU
- MSc in Strategic Management – TU Dublin
- Masters in International Management – Queens University Belfast

## Self Employment

Ever thought of being your own boss? Think you have an innovative product or service idea that could have commercial value? Want to commercialise your research? See [www.tudublin.ie/careers](http://www.tudublin.ie/careers)

## Other Options (e.g. Time out, travel etc.)

Volunteering and working with communities with is a great way to gain valuable real world experience, to develop new skills, to meet new people, to do something worthwhile and to improve your employability. For more details, see [www.tudublin.ie/careers](http://www.tudublin.ie/careers).

## Labour Market Information

For information on the latest labour market trends see [www.tudublin.ie/careers](http://www.tudublin.ie/careers).

## Additional Information / Advice

For any query you might have, please do not hesitate to get in touch with us.