

Graduate CVs

You can use the chat function to ask questions and there will be a Q&A at the end of this session

This session will be recorded

Please mute your microphone and turn off your camera until the end

UL Careers Service

Make an appointment to meet a Careers Advisor at <https://careersconnect.ul.ie/unauth>

Careerset- automated CV reviews <https://careerset.com/ul>

- 15 minute CV and LinkedIn Reviews (upload your CV)

- 30 minute Career consultations
 - Preparing for interviews
 - Job Search
 - Psychometric Tests and Assessment Centres
 - Further study
 - Careers advice and information

We also advertise and host the following:

- Job vacancies
- Career Fairs
- Career workshops and career insight sessions
- Employer presentations

Graduate programmes/jobs 2023

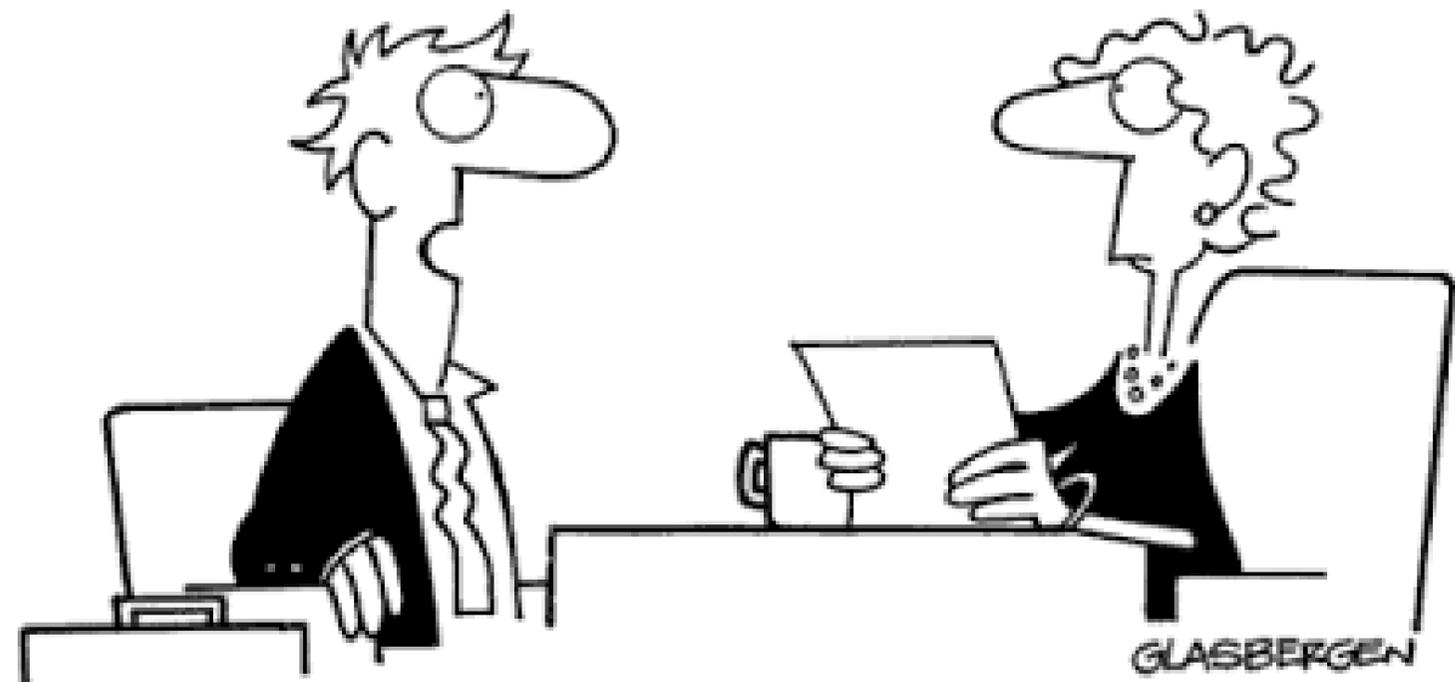
- Closing dates for many are very early, beginning in early October
- Online applications made directly to employer, you can also apply through LinkedIn
- Some require a CV and cover letter
- Check with each employer to see their specific requirements



Creating your CV

- Gathering your evidence
- CV basics
- How to write your profile
- Creating your CV using a job description
- What not to do
- Questions

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www.glasbergen.com



**“What do you mean, it’s not a good résumé?
It’s the most expensive one they had on eBay!”**

Before you write your CV, gather your evidence

- Find out what the job involves
 - Job description
 - Organisation website
 - LinkedIn/Twitter
- Find out what skills, qualifications, experiences are required
 - Job spec/person spec
 - What personality, motivations, values suit the job/organisation?
 - Informational Interviews (LinkedIn, colleagues, past college contacts)
- Match your experience to the skills and qualifications with evidence-based examples



Different CVs for different jobs

Ø No such thing as a perfect CV

Ø Different CVs for different jobs

Ø Tailor your CV for each job- 99% of people don't

GRAPHIC DESIGN

1534 B Kings HWY
DALLAS, TX 75208

DESIGNER PROFILE

Detail oriented team player. Organized, flexible and able to meet deadlines in a fast paced environment. Excellent customer service skills with a background in retail management.

Objective: to obtain full time employment as a graphic designer in a position that will allow me to utilize my experience in identity systems and logo design.

TECHNICAL QUALIFICATIONS

Proficient in both Mac OS X and Windows XP/Vista operating systems

SOFTWARE

- Skilled in Adobe Illustrator, Photoshop, InDesign, Dreamweaver and Flash
- In depth knowledge of HTML and CSS
- Experience in programming for various software applications

EDUCATION

Bachelor's in Communication Design
Southern Tech University
GRADUATION August 2008

AFFILIATIONS - HONORS - ACTIVITIES

- Delta Kappa Epsilon Member
- AIGA Student Member
- UIC Undergraduate Chapter
- Student Organization for Graphic Design Professionals at LA Tech

CROSS-MEDIA GRAPHIC DESIGNER

Arkam Technology Inc.
Dallas, TX • 06.09 - 03.10

- Designed and built print, email and web-based campaigns.
- Repurposed existing artwork for like cross-media campaigns.

FREELANCE DESIGN

Freelance Graphic Designer & Design
Dallas, TX • 01.08 - Present
Designed logo and identity.

Freelance Floral
Dallas, TX • 08.09
Worked with various designers to create and build event websites.

Freelance Graphic Designer
Houston, TX • 01.08 - Present
Designed and implemented all website and identity systems.

OTHER EMPLOYMENT

Office Coordinator
Southern Tech University
Office of Disability Services
08.08 - 05.09

Student Assistant
Southern Tech University
Office of Disability Services
08.07 - 05.08

Barista
Pizzeria's Restaurant
Houston, TX
08.07 - 05.08

OTHER EXPERIENCE

Screen Printing and Photography

WANT MORE DESIGNER?

MAIL TO: Check! COMICS
Subscription Dept.
1534 B Kings HWY
Dallas, TX 75208

NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____

If you prefer, you can also contact us via email at: info@checkcomics.com

CV basics –one to two pages

Your Contact Details including LinkedIn and other online portfolios

A Brief Profile (next slide)

Education

- Ø Your Degree, Postgrad current QCA
- Ø Core Modules, if relevant
- Ø Projects (if relevant; brief overview)
- Ø Leaving Cert (just points and relevant subjects; not junior cert or primary school). Other relevant courses

Work Experience

- Ø (paid and unpaid) Don't underestimate your achievements and skills acquired in unpaid or voluntary work
- Ø Separate Relevant/Professional Experience from Other Experience, if necessary e.g. bar work, retail etc.

Skills

- Ø i.e. Computing Skills – e.g. Proficiency in Microsoft Word, Excel, PowerPoint, Internet, Email.
- Ø Full Driving Licence (if you have one)

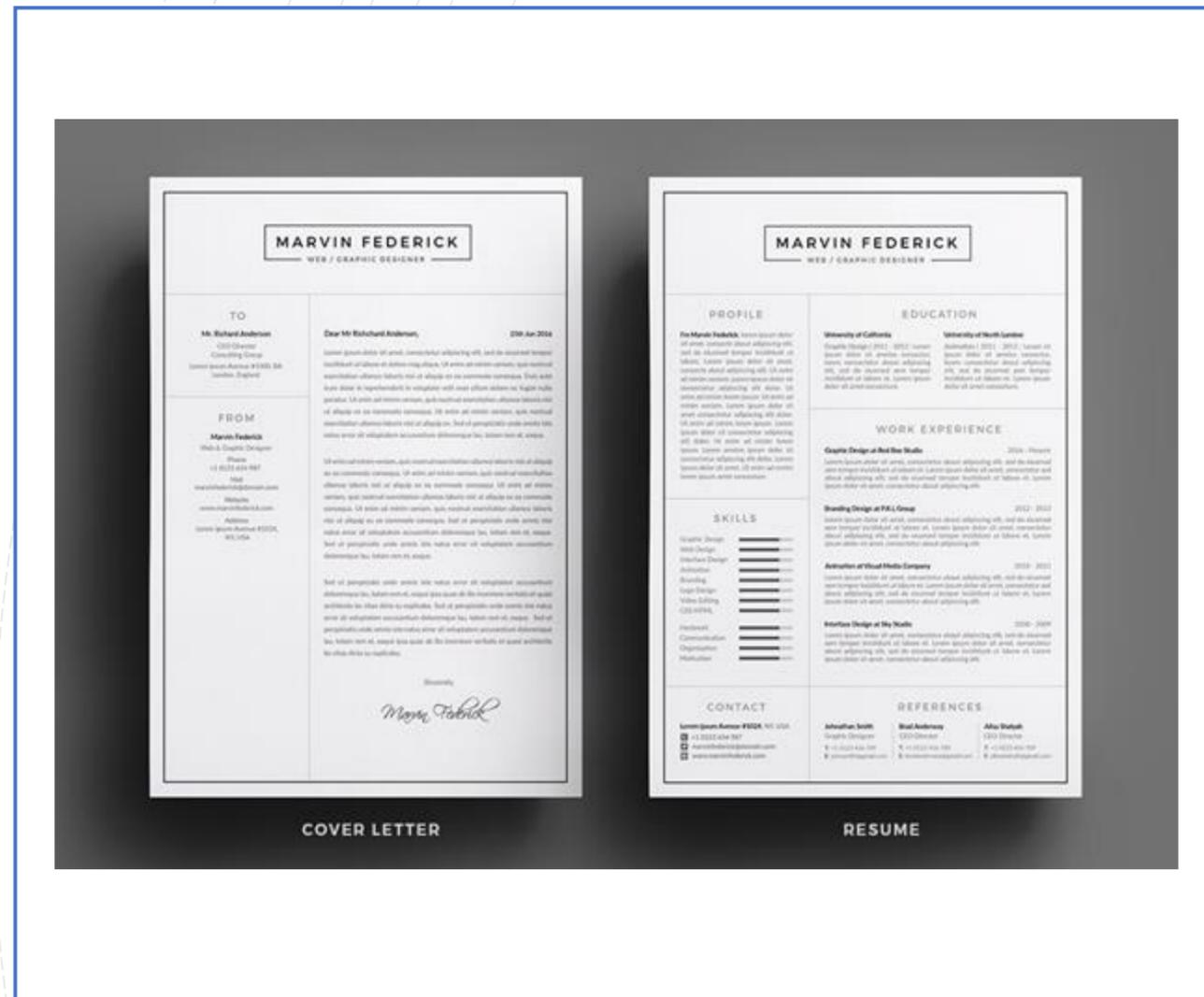
Languages – level of fluency

Interests

- Ø Be brief but try and get your personality across. (include more detail if these are relevant to the job you're applying for)

References

- Ø (Available upon Request)



Career Set CV Platform

CareerSet

Products ▾ Resources M

Score My CV

Target My CV

Login to your account

- ✓ **Improve your CV**
Upload your CV and receive expert feedback, instantly
- ✓ **Target your CV**
Address employer needs and beat Applicant Tracking Systems
- ✓ **Track your progress**
Access previous CV reviews and improve your CV iteratively

Log in with your academic email address or the email address you signed up with.

[Login here »](#)

If you have been given a voucher or a username and password, access CareerSet below.

[Voucher Sign Up](#)

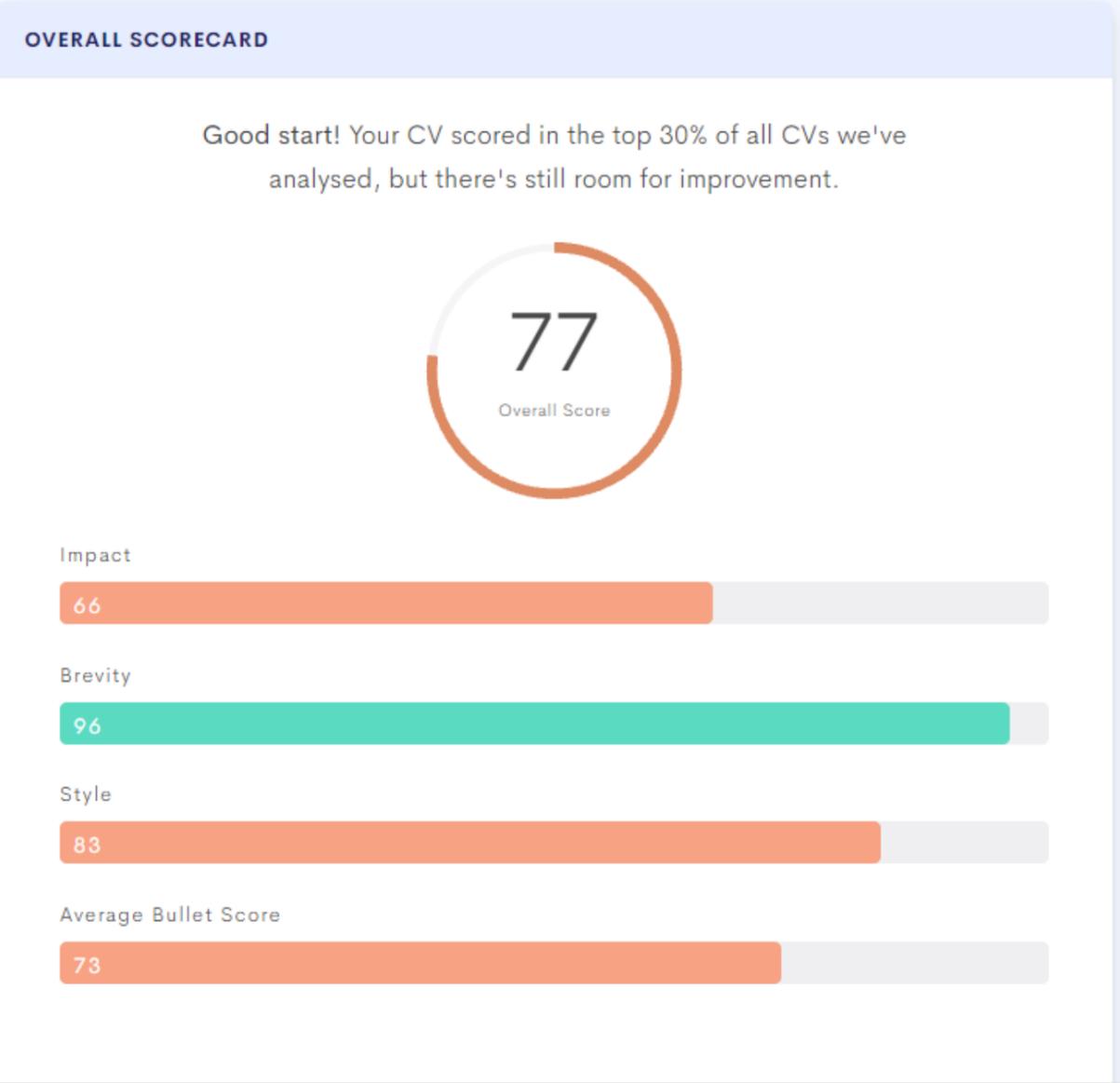
[Login with Password](#)

<https://careerset.io/account-login.php#>

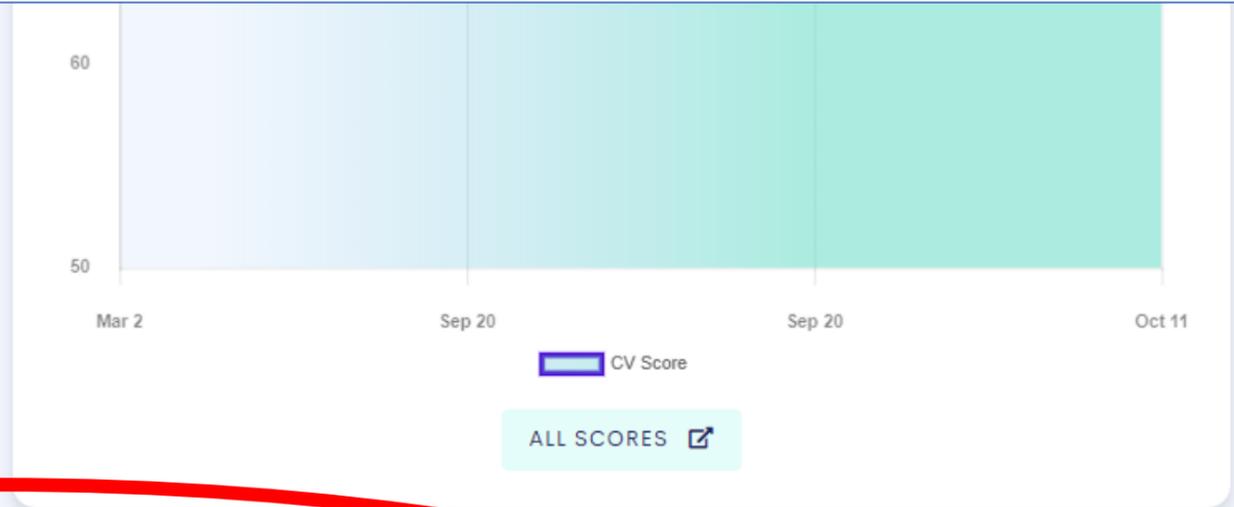
- RESULTS AND FEEDBACK
- Overview
- Breakdown
- Sample CV Lines
- Line-by-Line Analysis
- Action Verbs
- Impact
 - Quantifying Impact 5
 - Action Verb Use 4
 - Accomplishments 7
 - Repetition 10
- Brevity
 - Length 10
 - Filler Words 9
 - Total Bullet Points 10
 - Bullet Points Length 9
- Style
 - Sections 10
 - Personal Pronouns 8
 - Buzzwords & Clichés 5
 - Active Voice 9
 - Consistency 3
 - Date Order 10
- Other

Welcome to your CV review.

SHOW ME AROUND



- Overview
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HIGHLIGHTS

📋 STEPS TO IMPROVE YOUR CV

- ⚠️ Replace weak action verbs with stronger verbs
- ⚠️ Remove vague buzzwords which add little value
- ⚠️ Add more numbers and metrics to quantify your accomplishments

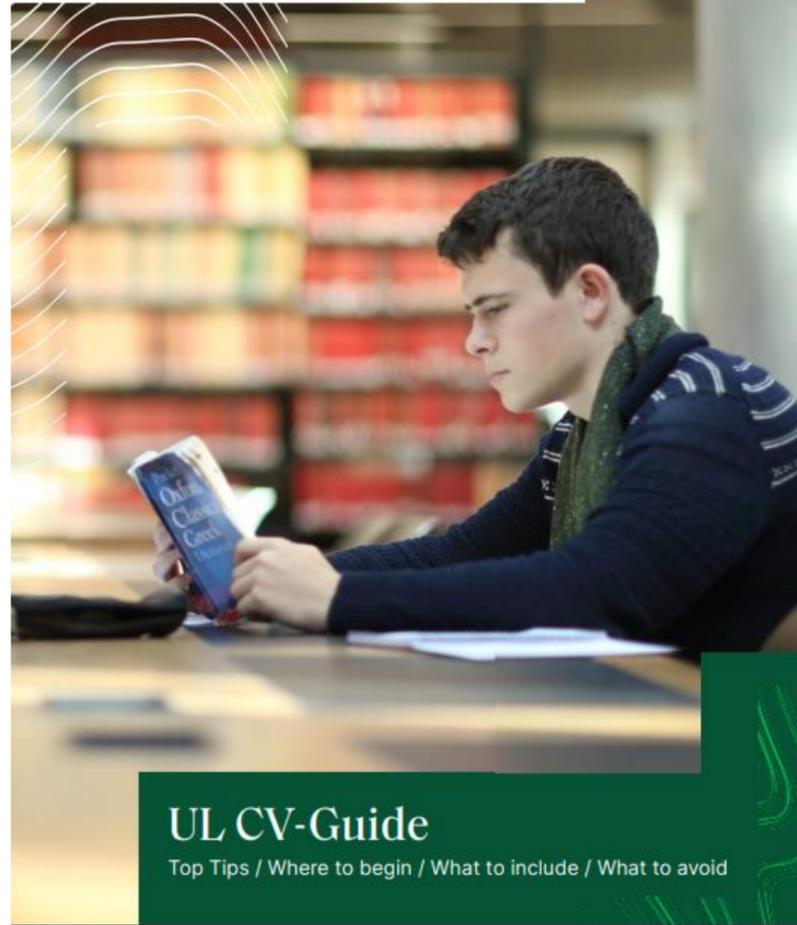
★ WHAT YOU DID WELL

- ✓ Contains a good number of bullet points in core sections
- ✓ Strong unique action words
- ✓ Your CV contains the right sections

Writing a professional profile

- ∅ This is the opening statement of your CV
- ∅ A **short** introduction which outlines your personal characteristics, telling the prospective employer what kind of a person you are and the work experience that you have.
- ∅ **Relevant** to the job you're applying for
- ∅ **Relevant** qualifications
- ∅ **Relevant** work experience
- ∅ **Relevant** skills and strengths
- ∅ Contains **real world** examples





How to create a new CV- Be Creative

Ø Don't use your old CV; Don't copy your friend's CV

Ø Use the job description and start with a blank piece of paper

Ø Make two columns: Job Requirements and My Evidence

Ø For advice on layout and formatting check out the UL CV guide:

Ø <https://www.ul.ie/cecd/sites/default/files/Cv%20Book%208.o.pdf>

Ø For free downloadable MS Word CV templates

<https://www.cvtemplatemaster.com/>

Ø Click on the CV template you like, under 'CV template details', beside Price' it says 'free download'. Click on that



How to write your Profile

- Ø Four to five sentences in length (50 – 200 words)
- Ø Write in the third person:
e.g. Final year Digital Media student.....
- Ø **Part 1:** Who you are: Currently studying
seeking a position in....
- Ø **Part 2:** What you can offer: your top (relevant) skills and strengths, with evidence to back them up. E.g. relevant experience, IT skills.
- Ø Use the job spec to help you find and use the right key words

Mr. Ad Hb. — Subject line
Mr. Ad Hb. — Subject line
Mr. Ad Hb. — Subj-
No

of arrival

indicate between
the sender and

in receiver status?



Sample Profiles

Strong Example

- Ø Motivated, adaptable and responsible final year Digital Media student on track to graduate with 2.1 honours.
- Ø Highly proficient IT and social media skills: Twitter, Facebook, LinkedIn and Instagram, Snapchat MS Word and PowerPoint gained through Coop experience with XZY &Co.
- Ø Strong ability to work within tight deadlines through experience of part time work while in college

Poor Example

- Ø I am a dynamic individual with excellent teamworking and communication skills. I would like job in business.



HELLO
I am applying
for the
Graphic Design
position

Using a job description to create your CV

Digital Marketing graduate, Whoosh Digital

Job Requirements

- We are looking for an enthusiastic Media/ Marketing trainee to help us in our overall marketing efforts
- Fresh graduate or in the final years of college/university and with a focus on DigitalMedia and Marketing
- Excellent knowledge of social and digital media and related marketing techniques
- Proven track record of social activity (blogs, social posts, etc.) Excellent communication skills (written and verbal).
- Ability and passion to learn the technology product

My Evidence

- Brief Profile summarising education, skills and experience
- Final year Digital Media Design Student with modules in digital marketing, mobile app design, multimedia
- Social Media skills –Google Ads, Social Media Marketing, Facebook, Instagram, Twitter, Blogs
- Marketing experience – College projects, volunteering, clubs and societies
- Demonstrated interest in IT-give examples

Include facts, figures and numbers

ØLocations – where? (countries, universities, cities)

ØTimes – when? (duration, time saving, task completion)

ØFinances – how much? (budgets, costs saved, revenue generated)

ØSize –how many (customer base, team size)

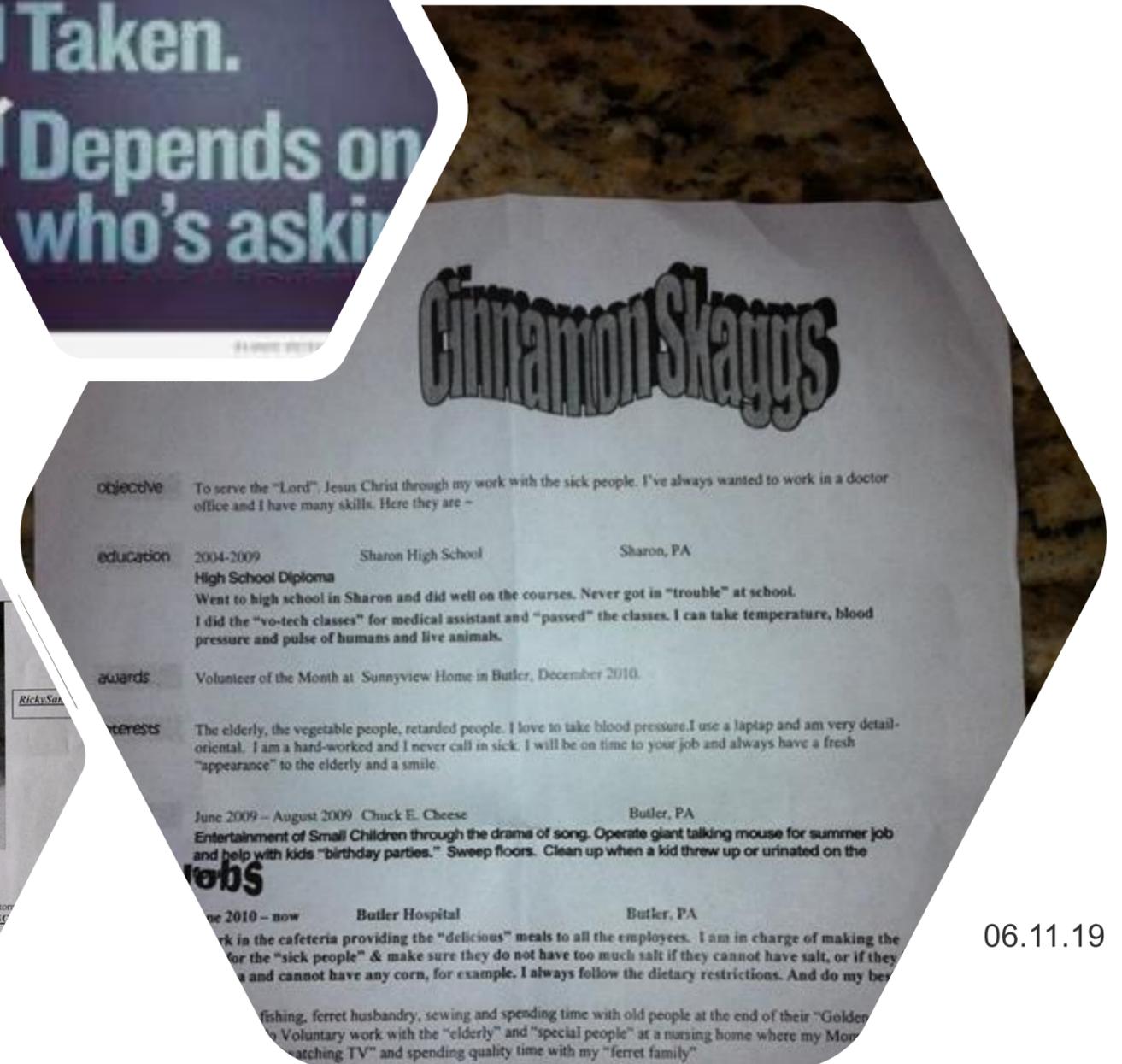
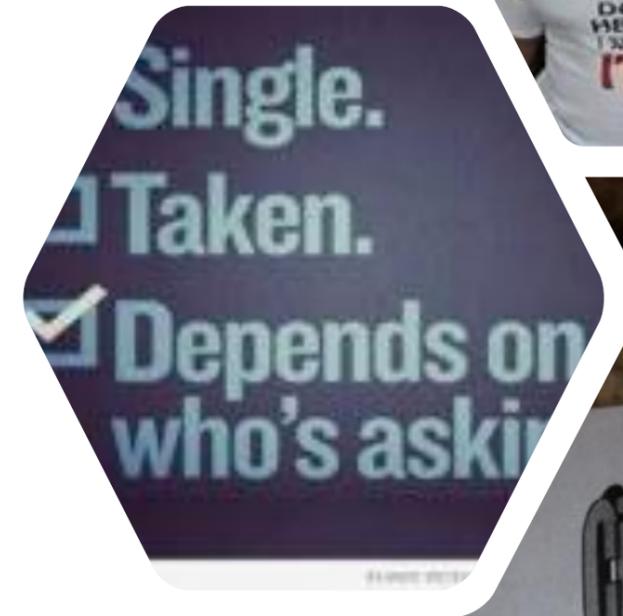
WTF fun fact #9136

125 years ago New Zealand became the first country in the world to grant women the right to vote.



What to avoid

- Poor visual layout
- **too much bold**
- inappropriate photos
- too much text crammed in, not enough white space
- poor spelling, bad grammar
- different fonts, **Font sizes**, *itallics*
- long paragraphs and sentences, too many tables, underlining,
- too many colours
- marital status, age



Cover Letters/supporting statements

As Important as the CV

- Ø One page
- Ø 3- 4(max) paragraphs
- Ø Make it specific to the role - “standard” cover letters are VERY ineffective

- Ø **Opening paragraph** - outline the purpose of the letter: who you are, what specific job/experience you are applying for
- Ø **Why you want the job** - demonstrate your interest with enthusiasm
- Ø **What you have to offer** - refer to your CV and highlight the main evidence that your skills and experience match the role requirements.
- Ø **Why you are interested in this employer/job** - demonstrate you have done your homework on them
- Ø **Closing paragraph** - a polite and positive ending



Finally: To improve your CV, review it objectively

- Ø Is the intended audience obvious?
- Ø Is the general layout clear?
- Ø Does it look good?
- Ø Is space wasted on irrelevant material?
- Ø Is the most important information on the front page?
- Ø Check your spelling
- Ø Have a second pair of eyes to look it over

➤ Contact us through CareersConnect to make an appointment for a CV review www.careersconnect.ul.ie



The UL Graduate Careers Fair

Thurs 29 September, UL Sports Arena, 11.30- 3.30pm

- Graduate recruitment starts early for many employers
- 170+ graduate employers will attend on the day
- More info here:
- <https://www.ul.ie/cecd/students/career-services/career-fairs>



Thank you

Any questions?



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