

The background features abstract, flowing green line art patterns. A large, dark green rectangular area is positioned on the left side of the slide.

How to write a Graduate CV

UL Graduate Week 2023



This Workshop

- Quick CV Quiz 😊
- Tailoring Your CV
- Layout and Formatting
- Writing Your Profile
- Applicant Tracking Systems (ATS)
- Cover Letter



CV – Yes, No or It Depends?

1. Should it say Curriculum Vitae at the top of your CV?
2. Should your CV include photo of yourself?
3. Should you have a profile / personal statement on your CV?
4. Should you include LinkedIn url in contact information?
5. Is more than 2 pages ok if you have lots of work experience?
6. Should Education section be placed before Work Experience section?
7. Should you include a section on Hobbies and Interests?
8. Should you list exam results you have achieved?
9. Should you use bullet points rather than full sentences?
10. Should you include a Cover Letter with your CV?

Use Chat
Box

Tailoring your CV

- Start with the **Job Description**
- Step in the shoes of the **recruiter**
- Highlight the **key words**, **skills** and **competencies** from **Job Description**
- Audit your own **education**, **experience** and **achievements**
- These need to **match** the **skills** and **competencies** listed in by the employer in the job advert



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Layout and Format, Golden Rules for CVs

- **CV Length**

- 1-2 Pages

- **Formatting**

- Be consistent the whole way throughout you CV, font type, size and line spacing
- Use a Sans Serif font, e.g. Calibri, Arial , they are cleaner and offer better readability
- No smaller than 10 no bigger than 12 apart from headings or your name
- Margins (minimum 1cm on all edges)

- **Headings**

- Divide each section with a new heading either in a slightly larger font or bold



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CV basics



Your Contact Details including LinkedIn and other online portfolios

A Brief Profile (more to follow on this)

Education

- Your Postgrad or UG course title, current Award Category (1.1, 2.1)
- Core Modules, if relevant
- Projects (if relevant; brief overview)
- Leaving Cert (just points and relevant subjects; not junior cert or primary school). Other relevant courses

Work Experience

- Separate Relevant Experience from Other Experience e.g. Coop Placement before current bar work, retail etc.
- (paid and unpaid) Don't underestimate your achievements and skills acquired in unpaid or voluntary work

Skills

- IT – e.g. Proficiency in Microsoft Word, Excel, PowerPoint, Specialist IT.
- Full Driving Licence (if you have one)
- Languages: level of fluency
- Skills directly related to Job Description eg Communication, Initiative, Teamwork etc

Interests

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

References

- Available upon Request



UL Careers CV Guide



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UL CV-Guide

Top Tips / Where to begin / What to include / What to avoid



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Profile

- Bullet points at the beginning of your CV containing a summary of your background and career plans.
- Written equivalent of an ‘elevator pitch’
 - Education
 - Work Experience
 - Skills/Competencies
 - Career Objective – if you know it!
- Target it to the job. Use **KEYWORDS**

If this is
the only part
of your CV
they read....

Sample Profiles

Strong Example

- Motivated and adaptable final year Digital Media student on track to graduate with 2.1 honours.
- Highly proficient social media skills on Twitter, and Instagram, gained through Coop experience with XZY & Co.
- Strong ability to work within tight deadlines through experience of part time work in Yummy Restaurant while in college

Poor Example

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



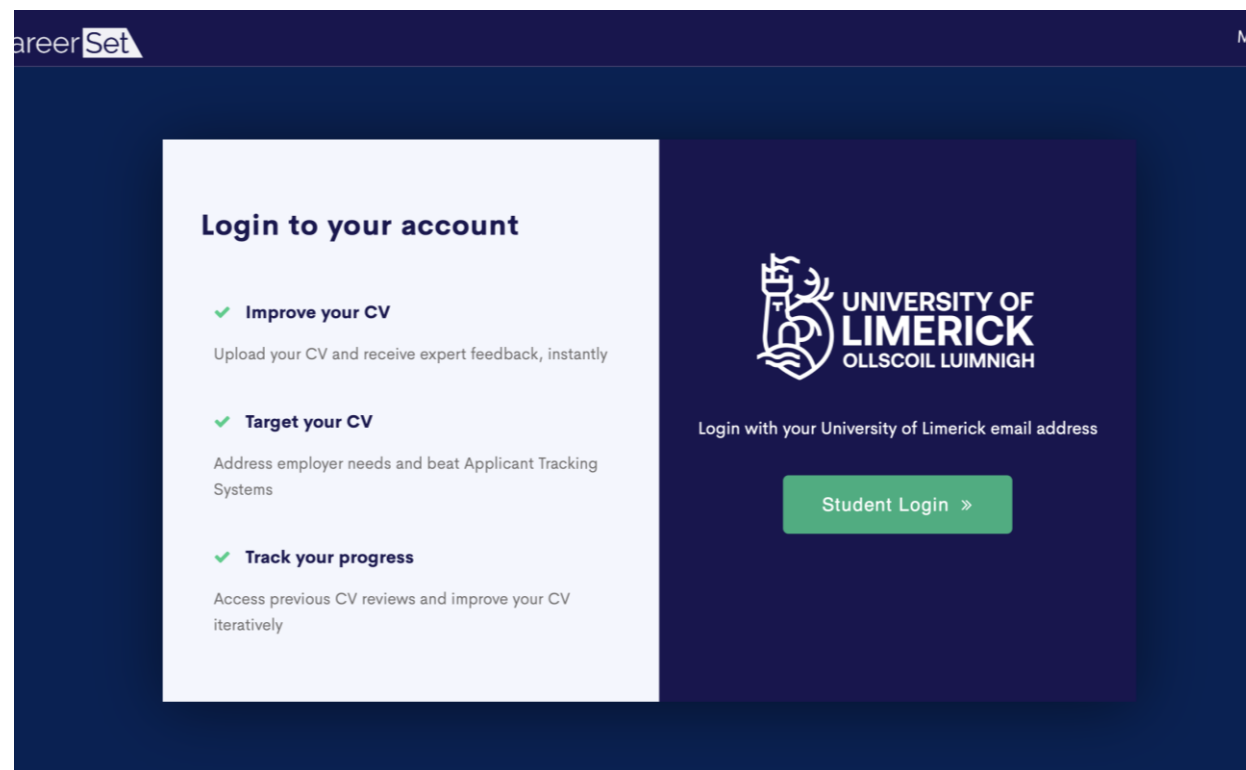
HELLO
I am applying
for the
Graphic Design
position

CareerSet CV Platform

1. Score your CV
2. Target your CV

Generates % Score

Use it as a GUIDE - no programme is perfect!




The screenshot shows the CareerSet CV Platform interface. At the top left, the 'careerSet' logo is visible. The main content area is divided into two columns. The left column, titled 'Login to your account', lists three benefits: 'Improve your CV' (upload and receive feedback), 'Target your CV' (address employer needs), and 'Track your progress' (access previous reviews). The right column features the University of Limerick logo and a 'Student Login' button.

careerSet

Mo

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

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Login with your University of Limerick email address

[Student Login >](#)

RESULTS AND FEEDBACK

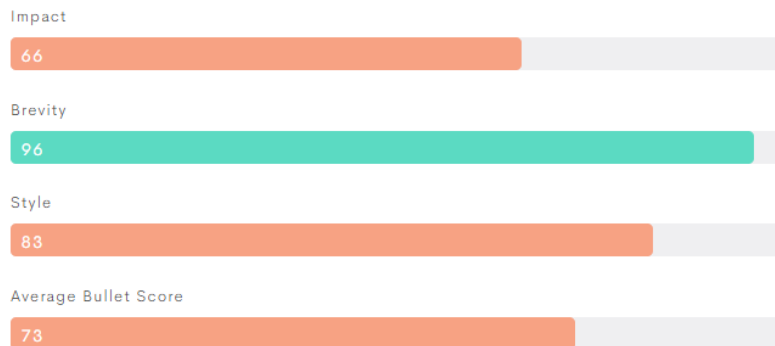
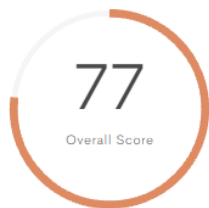
- Overview
- Breakdown
- Sample CV Lines
- Line-by-Line Analysis
- Action Verbs
- Impact
 - Quantifying Impact 5
 - Action Verb Use 4
 - Accomplishments 7
 - Repetition 10
- Brevity
 - Length 10
 - Filler Words 9
 - Total Bullet Points 10
 - Bullet Points Length 9
- Style
 - Sections 10
 - Personal Pronouns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

Welcome to your CV review.

SHOW ME AROUND

OVERALL SCORECARD

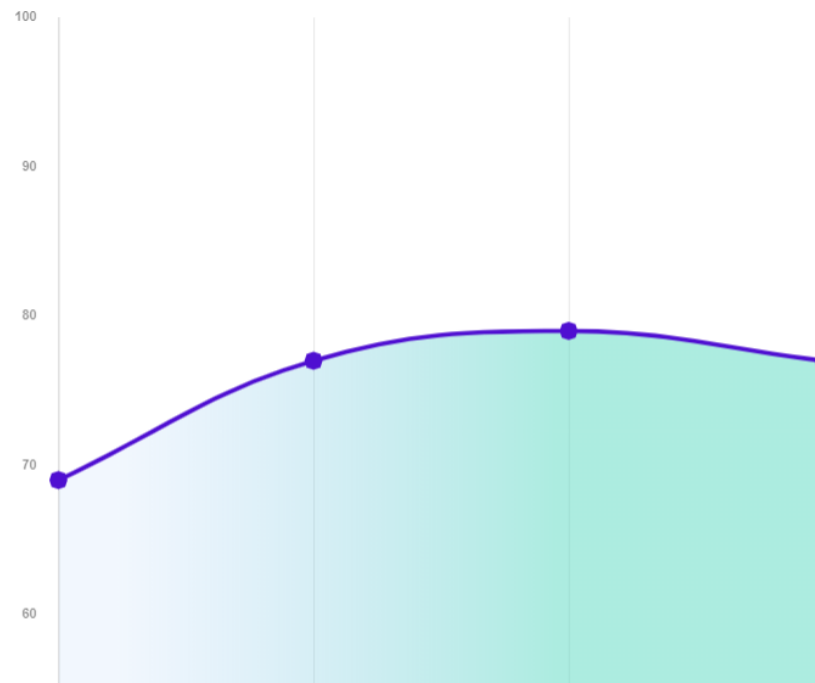
Good start! Your CV scored in the top 30% of all CVs we've analysed, but there's still room for improvement.



SCORE HISTORY

HIGHEST SCORE: 79

PREVIOUS SCORE: 79



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

73

60

Mar 2

Sep 20

Sep 20

Oct 11

CV Score

ALL SCORES

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

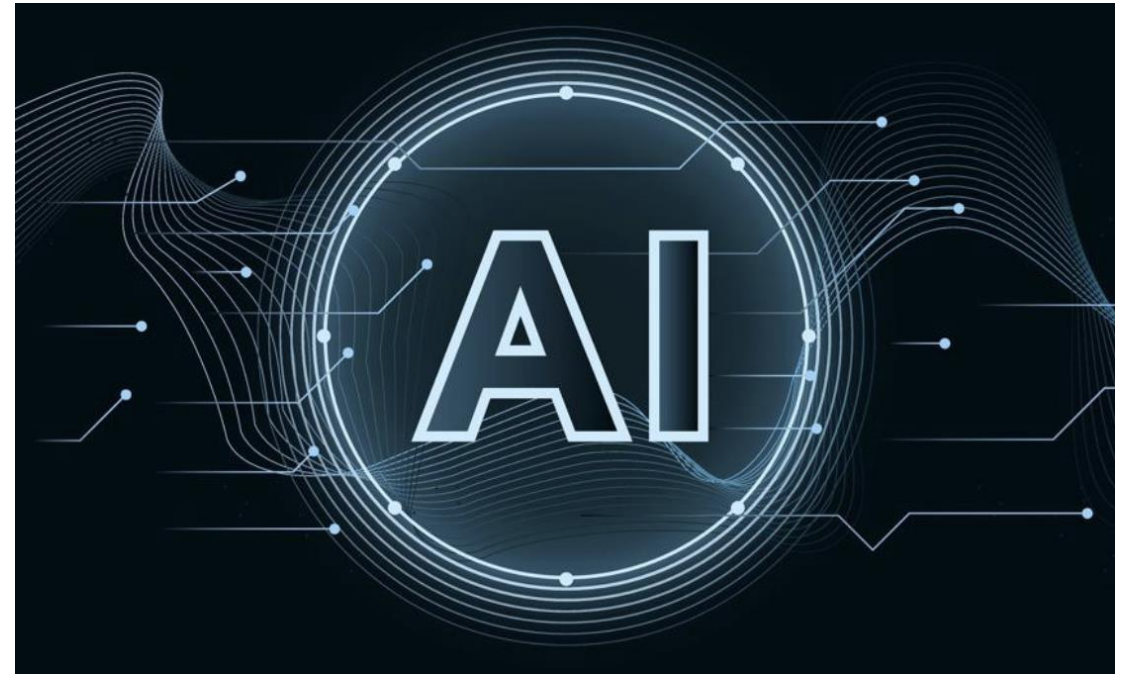
- ✅ Contains a good number of bullet points in core sections
- ✅ Strong unique action words
- ✅ Your CV contains the right sections

Who is looking at your CV – ATS Systems

Applicant Tracking Systems

WHAT AI Likes/ Dislikes:

- ✓ Clear Section Headings / Dates
 - ✓ Use of Action Words
 - ✓ Clean and clear formatting
 - ✓ Keyword matches
-
- X Typos
 - X Repetition
 - X Avoid embedded photos/graphs



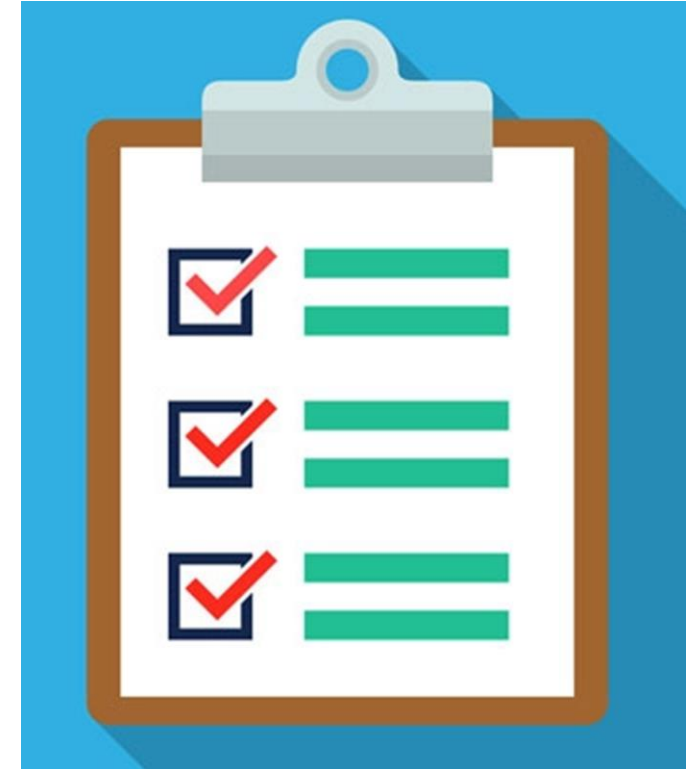
CV Blunders (Spelling and Grammar)

- Career Objective: To broaden my **horizontal**s (BSc Nursing)
- **Sins** regularly at weddings and funerals (BA Irish Music and Dance)
- BA **Pubic** Administration (BA Public Administration)
- **Batchelor** of....as in the tin of beans (BSc in Physiotherapy)
- **Collage** instead of College



Cover Letters

- One page
- 4-5 paragraphs
- Be a resource person not a job beggar
- Make it specific to the role - “standard” cover letters are ineffective
- Mention their company name at least twice



Cover Letter – Paragraphs 1, 2, 3

1. **Reference** the job, summarise your education and experience

2. **Elaborate** on your education and why is it relevant to the job:

Mention dissertation/projects, link it back to what the company does.

Mention the company name in the cover letter

3. **Explain** your experience

“In my current/ most recent role I was responsible for....Prior to that I worked...” draw parallels between your experience and what they want.

Why are they relevant to the job.

Cover Letter – Paragraphs 4, 5



4. **Summarise** your Skills and Competencies

Mirror what they are looking for. For example, mention that you know that the ability to work well in a team/adaptability/ being able to work to deadlines are key to the role and that you have shown you have all these competencies while working at ABC....

5. **Summarise** what you think you can bring to the role given your experience, education and skills

You are in selling mode. Be **confident** in your closing sentence. What's in it for them?



Finally: To improve your CV, review it objectively

- Is the intended audience obvious?
- Do an 'arms length' test
- Is the general layout clear and well formatted?
- Is the most important information on the front page?
- Is space wasted on irrelevant material?
- Check your spelling
- Have a second pair of eyes to look it over (CV Buddy)
- Contact us through CareersConnect to make an appointment for a CV review www.careersconnect.ul.ie



Thank you

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