Discover what the graduate programme can do for you: intertradeireland.com/graduates

Fantastic opportunity to learn new skills and attain a management role in the business.

Grainne Mackin
Morgans Fine Fish, Omeath

Jobs in Science, Engineering & Technology
Trinity and your career

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Find us on tcd.ie/careers or MyDayApp

Login is easy!

Step 1: Login to MyCareer (Using your Trinity username and password)

Step 2: Update your profile with your email preferences, job and study areas of interest and your career readiness
www.tcd.ie/Careers

Trinity and your career
Use your Careers Service to explore all the options available to you

In 16/17 we met with 1,000 students for individualised advice

Provided email support to 4,500 students

Organised 115 employer visits to Trinity

Supported 600 students as they participated in Alumni Mentoring

Advertised over 3,000 opportunities

Our Careers Team

Orla Bannon Director
Orlaith Tunney Careers Consultant
Fiona Hayes Careers Consultant
Karina Septore Careers Consultant
John Wynne Careers Consultant

Get tailor-made advice on career decision-making and feedback on job and graduate applications
Hone your interview skills with practice video interviews and feedback from an adviser
Access info about searching for jobs in over 70 countries through free access to GoinGlobal and Trinity Career Gate
Attend free weekly drop-in clinics for writing better CVs and LinkedIn profiles
Go to career panel talks and participate in a mentoring programme with successful alumni

All-inclusive Service
Each student has their own life experience, which is a valuable resource in their career planning process. The Careers Service operates an inclusive policy – our services are available to all. Don’t hesitate to give us a call or drop into our offices with any questions you might have.
The careers talk opened my eyes to the wide range of possibilities available for arts graduates while giving helpful information on both postgraduate options and general job seeking. More importantly, it was a very positive meeting that gave us the enthusiasm and confidence to progress with our future careers.

Final year History and Political Science student

Thank you for the workshop this morning, it inspired me to get my act together and start thinking about the future!

Final year Occupational Therapy student
YOUR CAREER CALENDAR

Be aware of events that are occurring on campus, in our Careers Service Office and in locations around the city so that you are engaged and aware of opportunities that arise and skills that you can develop. For further details of all below, log on to MyCareer.

**SEPTEMBER**

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>20th</td>
<td>Finance &amp; Consulting Fair, Sports Hall, Trinity</td>
</tr>
<tr>
<td>25th - 27th</td>
<td>Trinity Student &amp; Alumni Mentoring Events, multi-discipline</td>
</tr>
<tr>
<td>29th</td>
<td>Medical Careers Day, Dublin Castle</td>
</tr>
<tr>
<td>All month</td>
<td>Visiting Employers: Info stands, class presentations &amp; small group discussion, check MyCareer for up to date details</td>
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**OCTOBER**

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>1st – 5th</td>
<td>Trinity Careers Week Law Fair, Dining Hall, Trinity</td>
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<tr>
<td>2nd</td>
<td>Grad Ireland Fair, RDS, Dublin</td>
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<tr>
<td>3rd</td>
<td>Healthcare Job Fair, RDS, Dublin</td>
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<tr>
<td>13th</td>
<td>Science &amp; Engineering Fair, Sports Hall, Trinity</td>
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<tr>
<td>18th</td>
<td>Visiting Employers: Info stands, class presentations &amp; small group discussion, check MyCareer for up to date details</td>
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**NOVEMBER**

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<th>Date</th>
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<tbody>
<tr>
<td>1st</td>
<td>Computing &amp; Technology Fair</td>
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<tr>
<td>8th</td>
<td>Dublin Tech Job Fair, RDS</td>
</tr>
<tr>
<td>All month</td>
<td>Visiting Employers: Info stands, class presentations &amp; small group discussion, check MyCareer for up to date details</td>
</tr>
</tbody>
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**The Laidlaw Undergraduate Research & Leadership Programme**

Trinity Careers are delighted to present this exciting and innovative scholarship designed to help undergraduate students from all disciplines and walks of life to develop strong research and leadership skills which will allow them to excel in both their degree programmes and their careers.

The programme is sponsored by Lord Laidlaw of Rothiemay and is in two parts:

**Leadership Training**

Residential weekends, online reflection modules, and mentoring, with an emphasis on personal development, self-awareness and communication skills.

**Research Project**

Two periods of research of 5 weeks each carried out over 2 consecutive summers during which time participants will pursue and report on a research question, with the help of their research supervisor.

Programme participants each receive a stipend of €550 per week for the 10 weeks of their research project, and there is also a travel fund available if the research project requires travel outside Trinity.

...to develop strong research and leadership skills
The Trinity Careers Service Guide 2018/19

The Trinity Employability Award

This dynamic award, run in partnership with key employers, was established in 2016 to give students learning experiences that contribute to the development of the Trinity graduate attributes and, in turn, their employability skills.

Running from September to March annually and combining industry-led training in highly transferrable soft and technical skills, students attend a university-led workshop to help them reflect on and articulate their learning. This training supports students' personal and professional development and their chance of success in the next steps in their career.

The award has been piloted for two years in the School of Engineering, Maths and Science and in partnership with Intel. Students who took part have reported that participating gave them an insight into how industry works and what employers are looking for, improved their interview skills, and made them more employable. The Careers Service will be expanding this award in 2018/19, partnering with more employers and making the award available to students in more academic schools.

JANUARY – MARCH

Employer Forums: meet interesting employers from many different sectors, creative and communications in particular.

Discuss issues, options and opportunities with experienced experts.

Logon to MyCareer for up to date details.

March 30th Nursing & Midwifery Job Fair, RDS

APRIL – JUNE

- Employer Visits
- Weekly CV & LinkedIn Clinics
- Practice Interviews
- Careers Bootcamp! Our popular summer bootcamp, a 2/3 day event with lots of different workshops will be returning in May
- One – to-One Guidance Sessions
- Application Support Sessions
- Grad Ireland Summer Fair 5th of June

2018 19
THE TRINITY EDUCATION

Make the most of your experience at Trinity and develop skills for life

Trinity students and graduates should be well aware of the benefits of being part of this unique institution. The good news is that, even in a competitive market, employers worldwide also recognise the value of a Trinity education and hold our students and graduates in very high regard. Why? Talent is becoming the decisive competitive factor in organisational success. Companies recruiting at Trinity recognise the difference that talented graduates can make and they value many of the key strengths of the College – its international reputation, high academic standards, innovative and impactful research together with an emphasis on extracurricular activities.

At Trinity, we value creativity and innovation, entrepreneurial spirit for the widest benefit to society, and opportunities to achieve excellence in a challenging, yet nurturing environment. At the heart of all the College’s activities is a commitment to the intellectual and personal development of all of our students which is embodied in the Trinity Graduate Attributes. The learning experience promoted at Trinity embraces both the formal learning that takes place within lecture theatres and laboratories, and the informal and less structured learning that takes place outside of the classroom.

Top international graduate employers target Trinity graduates first in Ireland

95% of the Class of 2016 are in employment, internship or further study

Trinity College Dublin is Ireland's No.1 University

(QS World University Ranking 2019)
THE TRINITY EFFECT

Our experience has shown that Trinity students demonstrate the key qualities we value at Glanbia, such as a love of problem solving, a collaborative nature, a curious mindset and commitment to find a better way. The quality and breadth of experience students receive while at university positions them very well to succeed.

Rose Mary Hogan, Head of Graduate Recruitment and Development – EMEA, Glanbia

THE TRINITY EXPERIENCE

Trinity is currently engaged in a university-wide conversation on the education that we provide for our students. As a starting point, we have identified what we are calling the ‘graduate attributes’ – four things that we expect of all students upon graduating, and towards which not only our teaching, but the entire student experience, is directed. We want Trinity graduates who will be able to ‘think independently, communicate effectively, act responsibly’, and ‘develop continuously.’ When the globally recognised education that Trinity offers is directed towards achieving these graduate attributes, we are confident that our graduates will continue to find...
Making the most of your years at Trinity

An important part of ‘the Trinity Experience’ is active involvement in clubs, societies and the wider community

The value of voluntary activity

Students volunteer for any number of reasons. Some want to gain experience, acquire new skills, meet new people, or expand their network of contacts to get a new job or start a career. For others, the focus is on engaging in worthwhile activity, giving back to their community or helping someone in need. Whether you are the chair of a society, write the odd article for one of the Trinity publications, or volunteer with the elderly, you are gaining valuable transferable skills: interpersonal, teamwork, organisational, event management, communication, etc. Though they may not have been your initial motivation for taking part, these skills will serve as core content for your CV and any applications you are completing.

As well as the variety of term-time opportunities, there are also specific volunteer programmes, which take place at home and abroad in the summer months. If you do at least 60 hours volunteering over the course of the year, you are also eligible for recognition of the learning gained through this activity via the Dean’s List for Volunteering. See www.tcd.ie/dean_students for further information.

Don’t forget there are a whole host of opportunities right here on campus with the Trinity Centre for People with Intellectual Disabilities, the Students’ Union, Student2Student, Voluntary Tuition Programme, Suas and others. Indeed, all clubs, societies and publications on campus are run by student volunteers and they are always looking for more hands on deck!

Part-time work

Part-time work can be much more than a way of earning a bit of spare cash. Make sure all your work experience counts by thinking about all the skills you have gained. For example:

- Part-time work in the service industry can develop interpersonal and customer service skills, and possibly organisational and financial management skills too.
- Community and voluntary work experience can reveal your commitment to a cause, social conscience and ability to self-motivate. In addition, many voluntary organisations offer high-quality training to participants, but remember your commitment to them as a result.
- Basic or routine jobs give you an insight into the way organisations are run and how people are managed. Perhaps you have thought of ways that things could have been done differently?

Top 7 tips: What the Employers Say

1. Attitude
   Having a solution-focused, positive attitude is important. In college, look for opportunities to develop this skill by leading the class or through societies and voluntary work.

2. Team Work
   Team work and interpersonal skills are vital skills employers want to see. Work on this in college by joining team sports, taking the lead in group projects and working with others in class.

3. Motivation and Resilience
   Employers want motivated and innovative graduates. Starting your own blog allows employers to see you build a platform of your experiences and your reflections.

4. Excellent Communications Skills
   This is expressing your ideas in a clear, engaging way. Joining the college debating, drama, or local toastmasters club can help you here.

5. Networking
   Thinking of what you can bring to people in your network rather than the other way around will help you stand out and get employer’s attention.

6. LinkedIn and Social Media
   Keep in mind that future employers may check your social media presence, so treat them with care.

7. Cover Letters and CVs
   Attention to detail care and taking the opportunities to develop sharp writing skills is a worthwhile investment in producing well-written cover letters and CVs that will be noticed.
Some part-time vacancies are advertised on MyCareer. However, the Student Union Jobs list specialises in this type of work. For more information www.tcdsu.org/jobs. Keep your eye on gradireland.com for vacancies too.

As a Trinity student, you have access to the language laboratories at the Centre for Language and Communication Studies (www.tcd.ie/slscs/clcs/llc) and a range of cross-faculty broad curriculum courses (www.tcd.ie/broad_curriculum).

During your summer breaks, it is really worth getting work experience that will help you to make career choices and improve your CV. A recent survey of 100 leading graduate employers found that without relevant work experience, new graduates will not be considered. This underlines the increasing value of internships and work experience. From your own point of view, a summer working in a particular job can be enough to tell you if you want to pursue a career in that area or not. Ensure that you take the time during your work experience to maintain a log of your activities and achievements. This will help you to articulate your skills on your CV and application forms, and at job interviews. Remember to request a reference before completing your work experience.

The Careers Advisory Service offers you assistance in finding vacation work (see internship programmes overleaf). You may also secure valuable work experience through your own contacts and speculative applications. If engaging in full-time voluntary or unpaid work, such as an internship, take time to consider how this activity will further your personal and/or professional goals. Be sure to carry out any necessary financial planning in advance and obtain information about each of the following elements:

- the precise nature, quality and duration of the work
- any opportunities for personal and/or professional development, including networking
- any monetary allowances or expense arrangements.

You can find summer work experience and internship opportunities on MyCareer. Details are also emailed to you in your Junior Sophister year. This email contains information on vacation work, internships and volunteering opportunities that have been notified to the Careers Service that week. The chart on the next page highlights the types of opportunities that might interest you.

During that time, I was also looking at postgraduate courses and I found one that really interested me, run by the Fuchter Research Group at Imperial College London. I emailed the course director, Dr. Fuchter, and asked him if he would be willing to let me work in his research group so that I could learn more about the course while gaining some work experience. Luckily Dr. Fuchter was kind enough to take me on, and I spent over a month with his group in London researching potential anti-cancer compounds.

For science-related internships it’s often easier to get an internship in a university rather than a large company, as there is less red tape involved. My advice is to apply to as many places as possible, even the ones you think offer less chance of being accepted. You never know which one might say yes!

Fact: It is likely that you will experience five to six career changes in your lifetime and will have many career choices to make.

Fact: There are many jobs that you can do. It is useful to stay open so you don’t miss out on interesting opportunities.

Fact: We have no idea what other people are truly experiencing. We are all different; a meeting with your Careers Consultant can help you figure out what you want from your career.

Fact: Being passive is unlikely to secure you the job that will fulfil you. By being proactive, you ensure that you are ready for opportunities as they arise.

Fact: You do! And you will soon know more if you get on LinkedIn, connect with Trinity alumni, and talk to everyone you come in contact with.
Successful careers don’t just happen. Start your career planning early and make the most of the opportunities on offer at Trinity.

From the minute you start in Trinity you can come and meet with your career consultant to discuss your plans and options. Indeed, you can use all of our services at any stage of your Trinity experience. Check out our website to learn about all the services we offer at www.tcd.ie/careers.

Junior Fresh

- Join clubs and societies and take advantage of volunteering opportunities to develop your skills and meet new people
- Get your LinkedIn profile set up and reach out to groups that interest you
- Be curious and talk to people about their career choices
- Pay attention to the things that you notice yourself becoming interested in – what classes do you like the most, what types of task do you find enjoyable, what are you spending your free time doing? All of this can offer clues about the important elements of a future career that are important to you for success
- GAIN EXPERIENCE – paid or unpaid experience during the year or over the summer is a great way to develop skills, test out different types of work and workplaces, and start to filter through that information to see what you like and don’t like. This can also help when it comes to deciding what career direction to take

Senior Fresh

- Expand on your extra-curricular activity
- Put yourself forward for positions of responsibility in college, in voluntary activity, or in your part time job
- Try new things that challenge you
- Build your network on LinkedIn and use it to begin researching career paths of professionals who have studied your course or similar courses
- Investigate work experience and internship opportunities
- Reflect on your strengths and what you enjoy
- GAIN EXPERIENCE

Investigate multiple work experience opportunities for the summer months

Manage your time so that you can attend all career events that interest you and apply for all programmes/roles/deadlines that occur in autumn of final year
Junior Sophisters

- Attend employer events and careers-based workshops and events to expand your skills and knowledge in relation to careers.
- Use the Careers website and your online network to keep up to date with work experience and internship opportunities.
- Apply for summer internship opportunities—most of these are advertised from October through to February. Keep an eye on the Trinity MyCareer system, but also search more widely. Look on LinkedIn, Twitter, Indeed.ie and Irishjobs.ie.
- Attend employer events and career-focused workshops and events to expand your skills and knowledge in relation to careers.
- Attend an Alumni to Student mentoring event.
- Research whether postgraduate study or work are of most interest to you after college—many application deadlines are in the winter of your final year so it’s good to be prepared before your final year.
- Use online guidance tools on the Careers website and discuss possible options with friends, family, advisers and academics.
- Understand and plan for the autumn career schedule of final year: applications for grad programmes, studying in the UK, becoming a teacher, studying in the USA, applying for research funding.
- GAIN EXPERIENCE.

Final Years and Postgraduate Students

- Decide on your strategy for the year ahead.
- Manage your time so that you can attend all career events that interest you and apply for all programmes/roles/deadlines that occur in autumn of final year.
- Attend tailored careers seminars for your class.
- Continue to build your network.
- Finetune your CV and LinkedIn profile for applications.
- Book a ‘Practice Interview’.
- Consider taking on a leadership role e.g. officer in a society, class representative.
- Continue to be curious, talk to everyone you can and GAIN EXPERIENCE.

Feedback on Career Events

Practical, useful advice, and essential information.

It gave me a good idea of what I didn’t want to do after college as well as what I would like to do. It cleared up some things.

It defined what skills are necessary and how to promote yourself in the best light possible for potential employers.

Trinity and your career
OPPORTUNITIES TO GAIN EXPERIENCE

Internship programmes
These are structured work experience programmes where students receive supervised, practical experience in a course-related area and usually last 8 to 12 weeks during the summer. Internships are a great way of helping to clarify your future career path and to build a network of contacts. Log on to ‘MyCareer’ to see opportunities.

International work experience
More and more students are travelling abroad during the summer months to gain career-related work experience. Organisations such as BUNAC, IAESTE, Léargas, TECS and USIT have long-established work experience, exchange and summer camps opportunities, which provide valuable summer experiences. Log on to ‘MyCareer’ to see international vacancies.

Casual/part-time work
All work can provide learning opportunities. You can gain valuable transferable skills – including business awareness, time management and organisational skills – in any type of part-time work. Look for part-time opportunities at www.tcd.ie/careers/vacancies.

Research opportunities
Many academics and research groups take on students over the summer to help with their research. These positions are sometimes advertised through funded programmes, but it is also worth approaching researchers in your area of interest to explore opportunities. Check out our Laidlaw Undergraduate Research and Leadership Programme at www.tcd.ie/careers/laidlaw.

Volunteer work for charitable organisations
Commitment ranges from a few hours a month to a full-time residential commitment over the summer. Voluntary opportunities vary from conservation to retail work, administrative to helpline work, and youth work to caring for the elderly. Training is often provided by the organisation. See www.tcd.ie/community to learn more.

Work shadowing
Observing a professional’s working day is a great way of gauging your interest in a particular profession. Research the possibility of work shadowing with contacts from family, friends, college, or speculatively by pinpointing an area in which you’re interested and researching this possibility further.

Employer visits and courses
Some organisations offer a chance to visit their premises through an open day or may hold educational seminars or short courses (typically 1–3 days), mainly during the academic year.

Self-employment
Involves a lot of hard work! Working 9–5 is usually not possible; however, the autonomy and success may outweigh the demands. Though most pursue self-employment after their studies, some students have been successful in setting up their own enterprises concurrently.

Further information

- Careers workshops, particularly ‘CVs’, ‘Applications’ and ‘Interview Skills’
- MyCareer – for information on work experience and internships
- ‘GoinGlobal’, www.tcd.ie/careers/goingglobal and Trinity Career Gate, includes details of worldwide internships
- www.tcd.ie/community – information on the various benefits of volunteering to you and the community, and the variety of opportunities available

Clubs and societies
- Central Societies Committee (www.trinitysocieties.ie)
- Dublin University Central Athletics Club (www.ducac.tcdlife.ie)
CAREERS SUPPORT FOR INTERNATIONAL STUDENTS

Support and advice tailored to your needs

Trinity is home to international students from over 90 different countries. The process of looking for a job or postgraduate programme can be quite daunting, especially as it may be very different from that used in your home country. But we are here to help! If you are an international student, you can find plenty of specific help and advice at the Careers Service.

Careers services
MyCareer includes a comprehensive section for international students. This includes information on working in Ireland or abroad, work regulations in Ireland for international students, information on recruitment procedures and links to country-specific guides.

You can access vacancy information and details of all term-time events and presentations, including recruitment visits from global employers. There is a wide range of information including the ‘Goin Global’ resource with country-specific information to help you with your job search in Ireland and abroad. And there is Trinity CareerGate, which is also an excellent resource for your international job search.

Working in Ireland during your studies and after graduation
Students attending a recognised course of at least one year leading to a recognised qualification are allowed to work for up to 20 hours per week during term or 40 hours per week during holiday periods.

After you graduate, you are eligible to work for one year full time in Ireland under the 1G visa if you graduate from an undergraduate degree, and for 2 years if you graduate from a Masters or PhD programme.

Marketing yourself to employers
There are many ways in which an international student or graduate can be of benefit to an organisation. Employers value the qualities you can offer – such as fluency in different languages, highly developed technical skills, awareness of foreign practices and markets, and cultural awareness. They also appreciate employees with a different perspective, which can lead to innovative and creative solutions to organisational issues. It is worthwhile spending some time thinking about how you can stand out from the crowd by emphasising your international repertoire of skills.

The Careers Service provided very useful interview preparation via mock interviews, recorded and otherwise. These really benefited my applications. The advice they offered regarding visas for international students was also extremely helpful.

Hamad Maher from Pakistan, MSc in Economics

Further information

- Trinity careers section for international students [www.tcd.ie/careers/students/international]
- The Going Global careers resource
- Working/studying in Ireland
- Department of Business, Enterprise and Innovation [www.dbei.gov.ie]
- Irish Naturalisation and Immigration Service [www.inis.gov.ie]
- Irish Council for International Students (ICOS) [www.icosirl.ie]

www.tcd.ie/Careers
Which career suits you?
WHICH CAREER SUITS YOU?
Which career suits you?

CAREER PLANNING 101!

You are likely to change job, role, position and even DIRECTION several times in your working life.

Our advice to you is to try and hit a healthy balance between planning your next steps and being open to possibilities and opportunities.

Log on to MyCareer

Know Yourself
- What do I want from my career?
- What do I offer in skills, abilities, and knowledge?
- What am I interested in? What am I passionate about?
- How would I describe myself? How might others describe me?
- Am I open to new ideas and experiences? How curious am I?
- How good am I at monitoring my own emotions and those of others?

Explore Opportunities
- What jobs and employers are out there?
- What sectors are hiring at the moment?
- What aspects of my work experiences to date have I enjoyed/not enjoyed? Why?
- Who do I know in the working world who can help me?
- Do I need a postgraduate qualification to get into this field?
- What impact/contribution did I make in each of my experiences?

Make Choices
- How do I tend to make important decisions?
- Which career options are a priority for me? Why?
- Do I have a contingency plan?
- Who or what got me interested in this area?
- What are the practical considerations that apply to me? e.g. budget, time, energy, location etc.

Take Action
- Is my CV and LinkedIn profile well tailored to my sector of interest?
- When is the next drop-in CV Clinic?
- Do I need to book a practice interview?
- Which careers workshops will help me most?

Further information

- Check out the Resources section of www.tcd.ie/careers
- Make an appointment with a Careers Consultant to help you work through your options
- Use ‘Profiling for Success’ free career planning tool for Trinity students on MyCareer
- Attend Trinity Career Fairs to engage with employers and course providers.

Log on to MyCareer and www.tcd.ie/careers for updated vacancies, occupational and industry information (follow us on Twitter and Facebook)

- Other graduate websites: www.gradireland.com
targetjobs.co.uk
- Careers directories such as gradireland and the Times Top 100 Graduate Employers (UK)
- Various recruitment websites
- Global online newspapers, LinkedIn groups and Twitter feeds
- Careers Information Centre
- Careers talks and alumni events
- Employer presentations and fairs
- Work experience and internships
- Mentoring through the Alumni Mentoring Programme (JS/SS Students).

Take full advantage of resources outlined:
- Career Workshops
- Individual meetings with your Careers Consultant
- Range of resources available including free access to Profiling for Success tool at www.tcd.ie/careers.

The Careers Service Workshops & Webinars
- Practice interviews on video
- Drop-in CV/LinkedIn clinics
- Practice selection testing online
- Finally... keep in contact with the Careers Team and help other students plan their careers in the future.
BEING THE BEST VERSION OF YOU!

No matter what stage you are at, or what you plan for your future, there are principles you can embed into your everyday life, both in college and out, to ensure your future is bright.

To discuss this further, consider setting up a one-to-one meeting with your Careers Consultant. Book an Appointment through MyCareer.
Looking for work
Looking for work

www.tcd.ie/Careers

LOOKING FOR WORK
Becoming an expert on your sector of interest is key to finding opportunities. Which organisations recruit? What time of year, or all year round? Where are vacancies advertised? Or are there other routes into this sector other than advertised vacancies? This section gives you a strong foundation from which to begin your job search.

Researching opportunities
For regular updates about job opportunities and careers events, keep an eye on our website, which is updated daily with new events, vacancies and study opportunities relevant to all sectors. Read weekly email updates highlighting new events and vacancies. The ‘Your Degree... What Next?’ section offers information on the areas in which graduates of your discipline and course have been successful in the past.

The Careers online library (www.tcd.ie/careers/resources/occupations/x-index.php) offers a useful starting point for your research into different career sectors.

The gradireland.com site hosts a large number of videos (gradireland.com/get-started-fyi) designed to help students in their early stage career planning. The website also hosts a number of high quality, downloadable sector guides for graduates in areas such as teaching and education, law, engineering, finance, the environment, social work and social care, Irish and IT. These guides, along with other useful publications are available to take away free from the Careers Information Centre.

Meet and greet
Attend our sector specific Trinity Fairs (details on pages 6 and 7) and the Gradireland Fair to ensure you are meeting employers. This is an ideal opportunity for you to gain first-hand knowledge about companies and what they are looking for in prospective employees.

National & International Employers
make visits to the university or local hotels, usually during both Michaelmas and Hilary terms. Companies give short employer presentations about their businesses and the range of graduate opportunities that they have available. While accountancy and law firms tend to advertise for final-year students interested in trainee vacancies in October; other sectors such as retail and finance advertise throughout the year.

Where to find opportunities
Sector-related organisations often offer a regular email update service, which may include employment and training opportunities, for example, Dóchas (www.dochas.ie) for NGO and development, Irish Software Developers Network (www.irishdev.com), Irish Museums Association (www.irishmuseums.org), IFSC (www.ifsc.ie) and the Public Appointments Service (www.gradpublicjobs.ie & www.publicjobs.ie). Join LinkedIn groups in your areas of interest.

Checklist for Careers Fairs
- Look up the list of companies who are attending – research who they are and what they do
- Dress appropriately for the occasion
- Prioritise who you want to meet – go to these Careers first
- Introduce yourself and let the recruiters know you have researched the company
- Ask questions e.g. requirements, recruitment process, closing dates, career progression
- Tell them about your skills, experience and career aims
- Offer them your CV if appropriate
- Freebies – don’t just grab and run, take the time to speak to the company
- Thank them for their time.
Looking for work

Rachel Slater
Degree BA Medicinal Chemistry, 2013

As the end of my Senior Sophister year in Medicinal Chemistry approached, I was sure of two things. I didn’t want to pursue a scientific career any further, and I was definitely ready to get stuck into the working world.

I’d always been naturally interested in business, especially new, start-up companies, so I started researching ventures that were in their early stages of development. I was drawn to the prospect of being able to make a real contribution to these companies in their exciting growth phases. My worry was that these employers would only be interested in candidates that had a business-related degree, or previous experience or internships in business settings. I realised that in order to secure my first job in this sector I would just have to run with the fact that I was passionate and hard-working. I’ve loved fashion ever since I can remember. With the help of my career consultant, I prepared a CV that highlighted any fashion-related or creative activities I’d been involved in, and used my science degree to show that I knew how to think analytically.

I then began a job with the fashion designer Rick Owens in Paris. Following an interview I’d sparked curiosity for the simple fact that I was a bit different – an education in Medicinal Chemistry, combined with an interest in fashion and business. To look at what Rachel did next, check out her LinkedIn profile.

Doing your research and coming up with a list of companies you would love to work for is the best way to start your job hunt. Arm yourself with an application that is specifically tailored towards the area. I’m delighted to be going in a totally different direction from the world of science, and being unsure what the future holds makes it all the more exciting!

Where to find opportunities
- MyCareer
- gradireland.com
- http://trinity.careergeate.ie/International Opportunities
- www.irishjobs.ie
- LinkedIn is fast becoming a jobs website and will highlight roles that might interest you – Get onboard so you don’t miss anything!
- www.targetjobs.co.uk Graduate jobs in the UK
- www.jobs.ac.uk UK and Irish posts in Higher Education
- www.epso.europa.eu Careers in the European Union
- See the ‘Your Degree... What Next?’ section at www.tcd.ie/careers for recruitment websites in your area of interest
- Check Irish newspapers and social media platforms to familiarise yourself with the markets e.g. Twitter #jobfairy

Be creative
Even if you know what you want to do and check websites and newspapers regularly for vacancies, you may not find many suitable jobs. Why? Many positions are not advertised as ‘graduate’ jobs, yet they may need the skills of a graduate to do them – and you can often progress quickly by taking initiative and demonstrating your skills. Smaller organisations may not offer structured graduate training programmes, yet learning on the job can often be the best way to progress and you will experience a wide variety of responsibilities.

A large percentage of jobs are also not advertised, particularly in specialist and competitive areas such as media, publishing and advertising. Networking is the generic term commonly used to cover the area of indirect approaches to employers. It covers researching, making contacts and building relationships, asking for advice and looking for opportunities. It works particularly well if you are targeting small- or medium-sized organisations, but requires a reasonable degree of clarity about the type of work that you are looking for and the skills and abilities that you have to offer.

Think you are short on contacts? 
Think again!
You will all have many people in your network who could potentially help you with your job search. It is worth letting them know what experience you are looking for and what you have to offer. Think about your current contacts or potential new contacts in the following areas:

- your academic department and the wider Trinity community e.g. academic staff, guest lecturers, alumni
- connections at careers events, employer fairs and within professional bodies of interest
- your family and friends – would they know anyone working in your area of interest?
- your extra-curricular activities e.g. hobbies, clubs and societies, voluntary work
- your previous or current employment contacts
- your local community e.g. neighbours, chamber of commerce, doctor, dentist
- your research e.g. media updates on emerging companies
- your online social networks e.g. LinkedIn, Twitter and Facebook.

Making speculative applications
It is estimated that 85% of speculative applications are binned because they do not demonstrate clearly what an applicant wishes to do or the particular skills they possess. Applications should be tailored to each employer. Always send to a named contact and consider asking for information and advice initially.

Rachel Slater
Degree BA Medicinal Chemistry, 2013

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- www.epso.europa.eu Careers in the European Union
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Looking for work

Ben Butler, discusses his college experience and securing a graduate job.

Tell us a little bit about your college experience?
A recent Gallup poll of 30,000 US college graduates highlighted a number of elements of a college experience beyond just getting your degree, the so-called Big Six: a lecturer who made them excited about learning; lecturers who cared about them as a person; a mentor who encouraged them to pursue their goals and dreams; work on a long-term project; a job or internship where they applied what they were learning; and being involved in extra-curricular activities. Looking back, in this weird pre-nostalgic state as I approached my final exams, I think I’ve experienced all six – and I feel very fortunate for that.

Throughout my years, I never really sought out any of the above. Rather, I was always just excited about whatever I was doing - and I think that might be the key to unlocking the rest. Be excited, and you’ll come across some cool stuff and fantastic people. Trinity’s pretty great like that.

As Business Student of the Year, you have achieved fantastic things while at college – how do you go about getting your graduate role?
Well, I don’t know about fantastic! But genuinely, I was honoured to receive the award – and it was a lovely thing to get on my last day of college – thanks again to the Business School, Trinity Business Alumni and Bank of Ireland!

I was somewhat lucky in that, although I was pursuing a number of opportunities, my grad role sort of came to me. I was in making dinner in Botany Bay when I got a notification on my phone. Expecting another random college email, I was so surprised when it ended up being from a recruiter saying that Stripe were setting up a Dublin office and that I might be a good fit. I jumped at the opportunity and after a number of interviews on Skype and in person, I flew out to the San Francisco office for a final round. After an intense but immensely enjoyable series of interviews, I found out shortly that I had been offered the position!

Having met both my immediate team in Dublin, as well as some of the SF team I was super excited to get started.

What was your experience of job seeking and was social media the main tool in your search?
I really enjoyed the experience of job seeking this year. Don’t get me wrong, it was exhausting – and obviously disappointing at times – but it’s been really great on reflection. I wouldn’t say social media was the main tool to be honest. I used it a little bit, but more in the follow up (more on that below). LinkedIn is important for sure, but if anything, it was Uber that made sure I’ve made it on time for interviews in Dublin, London and beyond.

Looking back, I guess I’d put my experience of job seeking into three stages: Applying; Interviewing; Deciding. Applying can be tedious, interviews can be time-consuming, but deciding can actually the hardest part!

How do you think graduates can make themselves stand out?
Follow up. No one follows up, and it’s crazy. A follow up is the difference between getting an interview and fading memory. Like, you’ve done the hard part. You’ve gone to the cringey networking session, you’ve talked to the person from the company and you’ve impressed them. Actually, you don’t even have to have done any of those things. Didn’t go to the cringey networking session? Send a mail: Sorry I couldn’t make it to the event, but I’d really love to grab a coffee to chat about X. Forgot the name of that article that you wanted to mention to impress the person? Tweet the link to them. Following up can not only get you an interview, it gets you the job.

Any advice for Trinity students?
Be bold. I’m a shy enough guy at times, but sometimes you gotta push yourself and embrace the ridiculousness. Two years ago, the day after briefly meeting a Google recruiter, I walked into her office and asked to see her. We ended up having lunch, I ended up interning there twice, and I’ve now ended up in a career that I’m very excited about. All because I decided to get off the Dart a stop early and chance my arm.

So yeah, being bold can pay off. If I may be a little bit bold here, I should mention Enactus and 100minds: both fantastic things to get involved with! Also come work at Stripe, everyone is lovely. Seriously, do these things if they sound interesting to you.

If any of the above has struck a chord, or if there’s anything I can help with at all, please feel free to reach out. You can find me on Twitter (@bengbutler) or Linkedin (/bengbutler)
Online

Social Media is a key element of many organisation’s recruitment strategies and is therefore another method of finding jobs and other opportunities. It is immediate and offers a chance to communicate with people you might not easily meet otherwise. It is also a great window out to the world of work and a great way to learn more about different areas. Watch and listen at first if you are unsure how to reach out. When you are ready take time to create a professional presence which may impress potential employers and can enhance your job search.

Careers Events:
- employer fairs,
- presentations,
- Careers Week, etc

Careers Information Centre and
www.tcd.ie/careers:
- vacancies updated daily,
- careers information

LinkedIn

Joining LinkedIn enables you to build your professional profile online, to find out more about career sectors and to build your network. It is also an excellent way to get found by employers, who are increasingly using LinkedIn to source new ‘talent’ for their companies. Keep your LinkedIn profile concise but fully completed, aiming for an ‘all-star’ (see overleaf) profile, especially if you have niche skills. Its also a good idea to include your personalised LinkedIn url on your CV. Don’t forget to join us at the Trinity College Dublin ‘Connecting Employers, Students and Graduates’ group!

Pinterest & Instagram

These supplement your jobsearch by enhancing your online trending efforts

Discussion forums

Forums are a way of finding information and asking for advice. Sector-specific sites such as www.newmediamedicine.com and google groups such as Assistant Psychologists Ireland include insider knowledge for breaking into new areas. Be sure to balance personal opinion with hard fact.

Facebook

Joining careers-related groups on Facebook is an easy way of keeping in the loop for up-to-date news, events and opportunities. While a site like Facebook is primarily for social networking rather than finding a job, employers will google candidates. Follow Careers on Facebook facebook.com/TCD.Careers.Service

Twitter

Use Twitter to raise your profile and highlight your interest in specific career sectors by writing and sharing interesting content. Follow and interact with companies you would like to work for, and search for jobs and internships using #jobfairy and #internfairy. If you have a few organisations you’d love to work for, and they are on Twitter, sign up for their tweets. Follow the Careers on Twitter twitter.com/TCDCareers

Blogs

Start a blog about issues related to the area in which you want to work. Showcase images, share videos, upload podcasts – make it as varied as you can. You could also include a link to your blog on your CV. If you don’t fancy having your own blog, following one related to your chosen career can lead to good suggestions on how to start in the business, useful links and networks.
When did you begin your search for your graduate role and did you feel prepared/scared/overwhelmed/confident?!

I started searching around October of final year. I still remember sitting in the Usher Library feeling really overwhelmed and a bit scared about finding my first job out of college. In a large class like BESS – a lot of people are very interested in the financial and consulting sectors and a lot of other people go on to do a masters. From my point of view – I knew the financial path would not be for me and I was really keen to get into the working world straight from college. With these thoughts in mind, I went about identifying my “dream job”.

Where did you start?/What did you do at first?
I knew I wanted to work in the tech sector, every time I went to Twitter, LinkedIn, newspapers, etc. It was always good news about more and more tech companies coming to set up in Dublin. From talking to friends involved in the sector, I knew it was really exciting and that Dublin was becoming the place to be for tech outside of Silicon Valley.

LinkedIn has a ‘Job search’ app which allows you to get a notification when jobs you are interested in go live. If you want to find out more about a particular job, you can join a professional group and post questions. You can also follow target companies to view their updates and see who you know there. Also, don’t forget to join the Trinity Alumni and Friends group and use the LinkedIn alumni function to find former TCD students who have studied your course or are working in a career that interests you.

See below for some tips on perfecting your profile!

An All-Star Profile will maximise your chances of an employer finding you when they are searching through LinkedIn. Remember to use relevant keywords related to your industry of interest in your profile.

1. A professional photo is essential. Unprofessional photographs can create a negative impression.
2. Tailor your headline so that it conveys what you can do or wish to do. Employers will see this headline when your profile comes up in a search.
3. Make sure your summary gives a clear, concise message about your skill set and what you would like to do. Aim for 2–3 paragraphs and write in the first person.
4. Include details of key tasks, outcomes and achievements in each of your roles to date. Make sure to include dates, a job title and an organisation name for each role.
5. Identify your skills and ask people who have worked with you to write a recommendation for your work.
6. Give full details of your education to date, including key modules, overall grades and thesis titles, if applicable.
7. Aim for over 50 connections to ensure you have an All-Star profile. Remember to personalise every connection request you make, explaining why you wish to connect with that person.

Starting off, I used the internet and Silicon Republic, Twitter and LinkedIn to look up news stories, research and to identify companies that had set up bases here in Dublin or had intentions of doing so. I gathered all of this information together and narrowed it down to a shortlist of six companies where I would really like to work. I also decided that instead of applying for a large amount of companies, my time would be best spent on a smaller amount of high quality efforts to land a job.

It’s like a shop window for your career, skills and expertise
**BLOGGING YOUR WAY TO SUCCESS**

“I began a science blog and wrote one post a week for a year...”

**MARIA DELANEY**
Award-winning blogger and freelance science & health journalist - Includes work with The Sunday Times, The Irish Times and Radio One to name but a few.

Tell us about your career so far

After my science degree, I was offered a graduate job on Abbott Laboratories’ Professional Development Programme. This was a great opportunity and after the one-year programme, I worked in their Dublin site on a number of different improvement projects.

Despite enjoying my job, I missed learning about new research and scientific discoveries. In my spare time, I began a science blog and wrote one post a week for a year. My blog, http://ScienceCalling.com, was very successful and after just over a year was awarded Best Science/Education Blog at Blog Awards Ireland.

Following this success, I received a scholarship to complete an MA Journalism in DCU. This gave me the legal, ethical, and report writing background I needed to become a full-time, freelance journalist.

Is there anything you have done that gave you an understanding of what you wanted to do as a career?

During my time in Trinity, I concentrated on a career in research, completing summer scholarships in a neuroscience lab in Harvard and a bioinformatics lab in Trinity. I didn’t want to continue this progression when I graduated and opted for a job in industry rather than a PhD. However, this background and my science degree are extremely helpful when writing and researching stories as most of my articles are based on scientific research. Data journalism is a growing field and my science background enables me to work in this area.

Any advice for Trinity students who want to explore career options and/or find their dream job?

If you are interested in becoming a journalist, I would recommend an MA in Journalism as it gives you a good background and the associated internship is a great stepping stone into the media industry. However, this is a costly option if you don’t get a scholarship.

A blog is a free way to explore your writing skills and develop your interest in journalism. If you are setting one up, make sure to aim for high quality content as there is always an appetite for this on the internet. A video blog or podcasts could also work if you are interested in those mediums. Posting your work on social media sites such as Twitter and Facebook is essential if you want to build up your readership.

What was the turning point for you and can you explain why you decided to use social media platforms as your main tool?

As I had my heart set on the tech sector, I knew that application amounts for these companies are often extremely high. And often, those who are hired are the ones who clearly stand out from the crowd and offer something different than everyone else in the mix. I knew that by using social media and particularly LinkedIn it would allow me to show off all of me as such and not just another Times New Roman typed CV. So I went about this, shared updates frequently and researched in depth the shortlist of companies and their structures.

Step us through exactly what you did

Well first of all, I cleaned up my online act. I worked a lot on my LinkedIn profile, as I knew this would be the most important place for me to get noticed by recruiters. I got a professional photo taken (profiles with a good photo are actually 14 times more likely to be viewed) and invested some time on further finetuning my presence on the world’s largest professional network. It’s like a shop window for your career, skills and expertise – so it’s important to get it right. It allows you to put your best professional foot forward (so to speak).

From speaking to recruiters, they really liked this as they knew exactly what I wanted and how they could contact me. I’m also a big Twitter fan, so I made sure to add my LinkedIn URL there too – so recruiters could easily link up my online profiles.

**Looking back now, and working in a social media, tech company – what advice would you have for current students?**

If you are reading this and feeling overwhelmed, like I did – my key piece of advice is to take some time out and sit down and think what exactly do you want from your first job out of college. Through research, identify what companies can give you what you want and assess what ways you can make a good impression on potential recruiters and managers. The milk round, careers fairs, job applications etc. can all be very daunting and cause people to panic and blanket apply for positions; I saw this a lot in my class. I think the key to my success was figuring out exactly what I wanted and finding a way to get it without (too much) stress! Oh and really think about what you would like to learn, why the culture and values appeal to you and overall explain to the recruiter and/or manager why this first job out of college is so important for kick-starting your career.
Many students choose to go abroad during summer vacations or after graduation to work and travel. Working abroad can be a great way to build your confidence, improve your intercultural skills, sharpen your language skills, and expand your network across borders.

From unpaid volunteering through to paid work, there are many options to consider.

Research work opportunities
Find out what student societies such as IAESTE (www.iaeste.ie) and AIESEC (www.aiesec.ie) have to offer to help you access short-term experience. In your final year, pay attention to graduate programmes offered by IBEC (www.ibecglobalgraduates.ie) or Enterprise Ireland for example, which both have an emphasis on export marketing and opportunities to gain a postgraduate qualification.

Other opportunities to work further afield may arise through teaching English as a foreign language (e.g. the JET programme in Japan), or through the graduate programmes of global multinationals such as Jameson Graduate Programme www.jamesongraduateprogramme.com or www.aryzta.com/graduate-programme/ or global professional partnerships.

Some international organisations run competitions for administrators and specialists, usually with experience. For those newly graduated with linguistic ability, internships or traineeships are on offer, such as the EU Commission’s traineeships www.dfa.ie/eujobs/traineeships/). USIT also offers access to various international work experience/internships and work and travel programmes.

Know the protocol
CVs, applications and interviews are different in every country. To give yourself the best chance of success in your international job search, you need to adapt your job search to local expectations. Investigate the Careers ‘Work Abroad’ section on our website www.tcd.ie/careers, which includes the ‘GoinGlobal’ resource with information on country-specific requirements and ‘Trinity Career Gate’ for international opportunities.

Market overseas experience
You can develop many skills when living and working abroad, including intercultural awareness, planning and organisational skills, time and budgetary management, and independence. Be sure to articulate them in your applications for jobs or courses on your return.
Timing
Take time to consider what you may do on your return. If you are intending to apply for a taught postgraduate course or graduate recruitment scheme, find out about the deadlines for applications and the process of selection, as it may affect your travel itinerary. Keep in touch with your networks and up to date with recruitment by logging on to our website MyCareer.

Similarly, if you are considering undertaking a Ph.D., research the funding options and deadlines before you travel overseas. It can be difficult to find the time to put together a strong proposal or funding application while travelling, so it can be helpful to have all the necessary documentation completed in advance of your summer abroad.

Volunteer overseas
Volunteering overseas during the summer can give you the opportunity to combine travel with giving back. There are hundreds of organisations offering overseas volunteering experience, of differing quality. Do your research and try to speak to others who have volunteered abroad to see what organisations they would recommend. Check out Trinity’s guidelines on international development volunteering and service learning, available at www.tcd.ie/community

Useful websites to source international volunteering opportunities include: www.idealista.org, www.devex.com and www.reliefweb.com

Irish Aid facilitates the recruitment of UN Youth Volunteers interns (www.irishaid.gov.ie).

You can develop many skills when living and working abroad, including intercultural awareness, planning and organisational skills, time and budgetary management, and independence.
APPLICATIONS AND INTERVIEWS
For the employer to consider you a relevant candidate, you need to match your CV to their needs, and demonstrate your skills, qualities and achievements through your education, work, extra-curricular activities and volunteering. The cover letter highlights areas of particular relevance and interest, demonstrating your research of the role and organisation; it’s a way of introducing yourself in more detail in the CV. Your ultimate goal is to secure an interview.

Presentation
A good CV:
- is visually appealing, clear and concise with sufficient white space, preferably using a minimum of 12-point type; there is no need to bind it or to use a fancy cover
- is two pages only and tailored to the job for which you are applying, unless the employer specifies otherwise (e.g. a one-page resume, see www.tcd.ie/careers for details)
- highlights important parts; bullet points work better than paragraphs of text
- represents you in the best possible light. An example of a combination CV is given on page 30 but see the website for other formats.

CVs for overseas employment
When applying for a job overseas, ensure the style and content are appropriate for that country. Access the ‘GoinGlobal’ website resource from www.tcd.ie/careers for relevant samples.

Academic CVs
For those seeking a career in academia, teaching or research, possible headings may include postgraduate dissertation or research abstracts, funding grants and awards, research interests, teaching and administrative experience, publications, conference presentations, statistical and IT experience, and professional activities and affiliations. It is important to demonstrate a capacity to manage projects, bring in funding and communicate effectively.

Your personal circumstances
If you are a mature student, a student with a disability, someone who repeated a year, or if you have some other consideration, your Careers Consultant is here to assist you in presenting your experience to its full potential. Make an appointment by logging on to MyCareer.
WHAT YOUR CV SHOULD INCLUDE

Personal details
Keep them brief and make sure they don’t take up too much space, for example why not put your email address and mobile number in the header with your URL LinkedIn profile and address in the footer? Your name should be what jumps out at the reader followed by your interesting objective, degree & experience.

Career objective/personal profile
This identifies in a concise way what you are aiming for at this stage and what skills and qualities you have to offer in relation to your objective. It is useful to confirm your interest in a specific job or target a particular employment sector.

Education and qualifications
- Put your most recent qualification first
- Give the full title of your degree, e.g. Bachelor of Business Studies not BBS. (Spell ‘bachelor’ correctly!)
- Give the title of your project/thesis and elaborate if relevant
- Show the time frame of your degree.
- Show your overall grades and relevant subjects
- You can include your Leaving Certificate results if you wish, but omit your Junior Certificate results
- Refer to achievements, skills or learning outcomes you have gained from your studies

Employment history/other experience (including interests and achievements)
- Begin with the most recent job
- Employers are interested in any work experience, whether immediately relevant or not
- Don’t forget any part-time/vacation/voluntary work experience that you may have
- Give evidence of what you have achieved and how you have made a difference. Did you take on extra responsibilities? What did you learn? Did you receive training?
- Present your interests, voluntary work, involvement in clubs and societies as you do your work experience; this gives it value
- If useful, divide your experience into experience directly related to the role e.g. ‘Teaching related experience’
- Appropriate use of language is important. Positive words and action verbs should be used, e.g. ‘Managed...’ rather than ‘Left in charge of...’
- Provide details of how you reached decisions, planned activities and worked with others to achieve results

Skills profile (optional)
This is an opportunity to show how your overall experience matches the requirements of the job. It is useful if you have mainly casual work experience or are a career changer. Use it to draw together different experiences under one core skill. For example, ‘teamwork’ could include your final-year project, or youth club and travel experience, particularly if you have not referred to these earlier in terms of skills gained. Also make sure to give computer skills, languages, lab skills etc.

Tailor your covering letter
Make sure to answer the recruiter’s key question: ‘Why should I call you to interview?’ Always compose a new letter specifically for each job and tailor it to show you researched the organisation you are applying to.

The standard format of the covering letter, no longer than one sheet of A4 paper, is as follows:

- The opening paragraph explains who you are and why you are writing (include the work/postgraduate course for which you are applying for)
- The second paragraph indicates why you are suitable and interested in this opportunity. Demonstrate an understanding of what the job/course is likely to involve by highlighting relevant achievements, qualities and experience
- Use the covering letter to explain any recent gaps or anomalies in your CV
- The concluding paragraph summarises your suitability and looks for an opportunity to meet with the recruiter
- Address the letter to a particular person by name
- Finally, seek feedback on draft forms, letters or CVs from your career consultant, friends and colleagues.
- The Careers Service website www.tcd.ie/careers has information on how to prepare your CV and covering letter as well as links to relevant websites
Mr. Brian O’Regan  
Human Resources Manager  
Intec Medical Systems  
Blanchardstown  
Dublin 15

Dear Mr. O’Regan,

I wish to apply for the position of Trainee Buyer as advertised on the Trinity College Careers website, 7 March 2019, and enclose a copy of my CV.

I am a final-year honours student of European Studies at Trinity College Dublin, hoping to graduate with a 2.1 degree and intending to work in a purchasing role, preferably in an activity which involves negotiating with others. My work at Hewlett-Packard last summer confirmed that within the manufacturing cycle, securing products at reasonable prices is something I understand very well. My ability to communicate and relate well to others is evidenced by successfully persuading the Quality Control Manager to implement some changes to the system for recycling rejected product, resulting in a more cost-effective use of resources. I am particularly drawn to your company because of the nature of your product range and the interesting challenges this poses for your buyers.

As Secretary of the Trinity College Europa Society, I organised events, with others on the Committee, to promote interest and enthusiasm in the group. I managed to persuade John Bruton to address the society. This was his sole student engagement during the year, and consequently the experience was a real personal achievement for me.

The post of Trainee Buyer combines my enthusiasm for working in the commercial sector with my proven multilingual communication, negotiation and organisational abilities.

I look forward to hearing from you. Please note that my final examinations take place during the first two weeks of May.

Yours sincerely,

Jane Anne Smith

31 St Anne’s Grove  
Blackrock  
Co. Dublin

Ph: 085- 728569

8 March 2019

Further information

- Careers workshop on CVs
- Bring your updated CV and cover letter to a CV clinic to get some feedback
- Creative CV guide targeting creative industries
- gradireland.com
- Prospects (www.prospects.ac.uk)
- targetjobs.co.uk
### Career Objective:
A short description of your current position and what you are trying to achieve. For example: A soon to be graduate of French at Trinity College Dublin, with experience in X and a passion for Y, now seeking a graduate programme in the areas of A, B & C.

### Education
- Degree Name, Trinity College Dublin
  - Key Modules
  - Key Achievements
  - Grade/Result Achieved

- XXX School
  - Achievements
  - Key Learnings

### Extracurricular Involvement
- Body/Project Name, Role Title, Dates
  - Overview of project
  - Achievements: Using Active Verbs – Achieved X, Relative to Y, Outcome Z

- Society Name, Role Title, Dates
  - Overview of society and department
  - Achievements: Using Active Verbs – Achieved X, Relative to Y, Outcome Z

- Volunteer Organisation Name, Role Title, Dates
  - Overview of Organisation
  - Achievements: Using Active Verbs – Achieved X, Relative to Y, Outcome Z

### Work Experience
- Organisation Name, Role Title, Dates
  - Overview of organisation if necessary
  - Achievements: Using Active Verbs – Achieved X, Relative to Y, Outcome Z

### Key Skills Developed

### Additional Achievements/Hobbies/Passions
- Winner of XXX Cake Study Competition
- Presented Poster at XXX Conference
- Included on Dean of Students Roll of Honour for 2018 (approx. 3.5% of students)

### References: 1 Professional & 1 Academic if possible
- Full Title & Name
- Address
- Phone Number
Jane Anne Smith

Term
31 St. Anne’s Grove, Blackrock, Co. Dublin
Home
Ballybeg House, Ballyknock, Co. Roscommon
Telephone
085-728669 (mobile)
LinkedIn Profile
ie.linkedin.com/in/xxxxxxx

Education

2013–present
Trinity College Dublin
Bachelor of Arts in European Studies

Relevant subjects
French, Spanish, European History, Politics and Sociology

Results
Expected Result 2.1
2nd Year: 2.2
1st Year: 2.1

Project
‘The Spanish Catholic Church during the Dictatorship of Francisco Franco – Collaboration to Opposition’
Conducted extensive research in both Madrid and Alcalá de Henares and interpreted and analysed primary Spanish sources.

2006–2012
Cadbury College, Ballyknock, Co. Roscommon

Leaving Certificate
Higher Level
English (A1), Irish (B2), History (B2), French (B3), Geography (C1), Biology (C2)

Ordinary Level
Maths (B1)

Employment history and experience

Hewlett Packard

Sales Assistant – Summer 2014
• Customer service.
• Operated computerised stock control system.
• Accurate input of data.
• Assisted the Store Manager in re-organising goods and ensuring on-time delivery.

Commercial Loans Clerk – Summer 2013
• Accurate completion of various clerical duties.
• Developed excellent customer service and telephone skills.
• Worked as part of a team.
• Gained overview of Financial Services Sector.

2015–present
Trinity College EUROPA Society
Secretary
• Organised debates within and between universities.
• Liaised, secured, promoted events at which high-profile international speakers presented.
• Many social functions were organised, where up to 200 people attended. All events were within budget.
• Scheduled and organised the annual training sessions.
• Managed and organised 4 interdivisional competitions and many successful social functions.

2012–2014
Trinity College Hockey Club
Hockey Captain – 2009–2010

Hobbies

• Running

Additional information and skills

• Proficient in the use of MS Office applications.
• Good written and spoken French.

References

Dr JP Jones
Lecturer
Department of Hispanic Studies
Trinity College
Dublin 2
E-mail: j.p.jones@tcd.ie
Tel: 01 896 0050

Mr PW McCormack
Operations Manager
Hewlett Packard
Liffey Park Campus
Co. Kildare
E-mail: patmcc@hp.ie
Tel: 01 410 2005

Applications and Interviews

Production Operative – Summer 2016
• Worked to production targets and to deadlines.
• Completed an analysis of rejected product for the Quality Control Manager, which resulted in a 10% improvement in quality levels.
• Developed oral communication skills at all levels in the company including supervisors and senior management.

This CV categorises your experience and education according to your skills and achievements.

Different parts of the degree are emphasised to make it more focused towards a specific career.

Bulleted achievements with clear descriptions. Bullet points are easier to read than paragraphs of text.

It shows you are not only active but effective too.
APPLICATION FORMS

Find out what employers want before you fill in their forms

Employers are looking for evidence that you are a suitable candidate, so when completing an application form for an internship, a full-time position or for postgraduate study, ask yourself ‘Why are they asking this question?’, ‘What experience do they expect?’

Preparation
Before you fill in the form, study the advertisement carefully to find out what the skills and person requirements are, so that the profile of your skills and qualities matches the specification as closely as possible.

As with all aspects of the job search, preparation is the key. Research the employer/course provider and, where relevant, attend presentations to get a flavour of the organisations you are most likely to target. Alumni can be a good source of information. Search Trinity’s LinkedIn Alumni page to identify Trinity graduates working in the organisation you are targeting. Where there is little information to go on, look for a generic job profile of the position you are applying for, available on one of the graduate careers websites.

Skills and competencies
Develop a picture of the skills and qualities of the ideal candidate and try to reflect this in your responses. Keep in mind the skills and competencies employers generally look for (see across). Take some time also to reflect on your own skills and qualities – what makes you right for the position or course advertised? Remember, completing an application form takes time, so do not apply for positions in which you have little interest. Employers screen out applicants they do not wish to interview – a process known as pre-selection.

Involvement in extra-curricular activity can offer useful examples of leadership, teamwork and communication skills as well as practical experience of marketing and event management.

Achievements
Employers are interested in hard evidence to back up your application. Reviewing your achievements over the past 4 years can be a very effective approach to gathering this evidence.

An achievement can be any activity or task satisfactorily completed, such as combining study and family responsibilities, getting an article published, participating in the ERASMUS programme, organising a society/club event, winning at a sport, or doing voluntary work. As preparation, try listing your own achievements and then listing the skills developed through each one. Your project/dissertation may be an important item, especially if you can show its relevance to the job for which you are applying.

Employers are interested in hard evidence to back up your application.
Many students are interested in progressing onto Graduate Medicine in other institution and there is a deadline driven application process involved. Discuss with your Careers Consultant and logon to MyCareer for more details.

There are many more steps in the UK application process, which are discussed below.

Grades
The first thing I did was try to determine which colleges were most likely to accept me. Given that there is little information on most university websites for graduates who took Leaving Certificate exams, I sent each individual admissions office an email detailing my school and college results to see if my grades met the entry requirements.

Aptitude Test
The UKCAT is the most common entry exam, while the GAMSAT and BMAT are less frequently used. Some universities change their test from year to year, so it is important you know which test is needed for entry to the universities you are applying to. The scores required for consideration can be different for school-leavers and graduate applicants. This information can be hard to find on the university website. If in doubt, call or email the admissions office. The aptitude test forms an integral part of the process for some universities, while others do not weigh it heavily at all.

Personal Statement
Like the aptitude test, the importance of your personal statement will vary from college to college. Most medical school websites list the attributes that they look for in a personal statement. Giving examples of as many of these as possible will boost your chances of an interview offer. Details of achievements and volunteer work, while outlining what you learned from those experiences, should be written here.

Finding a good structure can be difficult. In my introduction, I wrote about my experience observing doctors and the skills that they used. Then I dedicated each following paragraph to different examples of when I displayed these skills in my volunteer work.

Reference
Most universities favour an academic reference and some allow you to send an additional reference when you submit your application. Different universities value different attributes, which are listed on most university websites. It is important your referee is aware of what your chosen universities are looking for in order to give you the best possible chance of reaching the interview stage.

Interview
Multiple Mini Interview (MMI) is the most common interview format. Some universities will invite you to a panel interview. Whatever the interview type, there are a number of ways you can prepare yourself:

- Think of examples of when you displayed teamwork, leadership, empathy, integrity, motivation, etc.
- “Why do you want to be a doctor and not another healthcare professional?” This is a very common question, so make sure you have a good answer ready.
- Look up the interview section of www.medicalcareers.nhs.uk.
- Book a practice interview with the Careers Advisory Service.

General advice
Once you have decided that medicine is your chosen career path, I would recommend making an appointment with your Career consultant as soon as possible.

Any volunteer work relating to medicine or hospital experience will greatly strengthen your application, particularly your personal statement.

The ‘Considering Medicine?’ section of www.medicalcareers.nhs.uk is very informative and covers every part of the application process in detail.
PERSONAL STATEMENTS
WHAT TO INCLUDE

Winning personal statements

Some personal statements require you to address specific questions, whereas others provide little or no guidance as to what you should include. Whichever format you are faced with there are a number of points that you will need to make:

- Explain your choice of most recent course, the key elements and how you have performed academically.
- Describe the skills and experience gained from your final year project, dissertation, studies and relevant extra-curricular activity, and how this has prepared you for further research/studies. Identify any unique strengths you wish to highlight and any challenges you overcame.
- Explain motivation for the programme and identify the skills, knowledge and experience you hope to develop.
- State why you have chosen this institution and give details of how you see the programme relating to your career plans.

PERSONAL STATEMENT MINDMAP

About the research topic/course/institution

- Describe your academic background
- Describe your research interests and goals
- Why have I chosen this course/research topic?
- Why have I chosen this institution?
- Why am I suitable?
- How do my current/previous studies relate to the course I have chosen?
- My understanding and experience of the subject?
- Describe the activities that demonstrate my interest in the course/topic?

The future

- What is the objective of this research/course?
- How can I apply it down the line?
- Be as specific as possible

Style and presentation

- Use an anecdotal start
- Follow it with all the details listed here
- Conclude by tying the entire essay together
- Be passionate!
- Check spelling and grammar repeatedly
- Include the ‘fit’ between you and the course/topic/institution
- Avoid beginning the majority of sentences with “I”
- Avoid overlap with other aspects of your application

Evidence of

- Your understanding of the topic/course
  Your academic insight and passion
- Skills that I need to research the topic/complete the course

Work

- Details of jobs, placements, work experience, part-time work, voluntary work
- Outline their relevance to this topic/course

Achievements

- What are my hobbies/skills/interests?
- How might these relate to my chosen course/research (if they do)?
- Provide supporting evidence of such achievements
- Describe some difficulty(ies) that you have overcome and what you have learned from them

Special attributes

- How would I be an asset to the university or college? (be specific)
- What positions of responsibility have I held in any context?
- What makes me interesting and unique?
- What contribution will I make to the class dynamic/research field?
- How do I fit in with the selection criteria?

Preparation

- Document criteria/qualities required
- Create a list of evidence to match them
- Start drafting early
- Ask an academic/Career consultant/friend for feedback
- Check length limit in words
- Make sure it is your own work and not copied from any source

Further information

- Discuss your draft form with your Careers Consultant
- www.tcd.ie/careers – section on ‘Making Applications’
- Useful websites: gradireland.com, www.prospects.ac.uk and targetjobs.co.uk
Organisations are constantly improving their recruitment processes to make them less labour intensive and more cost effective, while also increasing the likelihood of selecting the best candidate.

An invite to interview signals that the organisation is very interested in you and is assessing your ‘fit’. There are a wide variety of interview formats ranging in duration from an hour to a day.

**Panel interviews**
Panel interviews provide an opportunity for each interviewer to observe the applicant answering the same questions and to then assess the candidate collaboratively. An effective panel will consist of three to five individuals and each member on the panel will deal with one or more topics, asking a couple of questions on each. Remember to direct your answers first to the person asking the question but draw in other members of the panel by making eye contact.

**Case interviews**
Primarily used by management consulting firms, the case interview is a discussion between the interviewer and the interviewee on a real or hypothetical business or non-business scenario. Through this process, the interviewer assesses the interviewee’s analytical, problem solving and people skills in handling real-life situations.

**Telephone/video/Skype interviews**
An increasing number of employers use telephone interviews, particularly for pre-selection purposes. Telephone interviews allow you to take notes, refer to your CV/application form, references or exam results, and even walk around to reduce nerves. Remember that it is not only what you say but how you say it that creates a favourable impression – try to imagine you are face to face with the interviewer, smile as you speak and don’t worry about occasional silences. Tone of voice is also important here.

Online & Video Interviewing has risen in popularity recently as it reduces the cost associated with interviewing. Apply the same principles as you would for a face-to-face interview – excellent body language, professional dress and prepare your answers. Do a ‘trial’ run with a friend so that you don’t run into any technical issues for the real thing.

Overseas companies, and some areas of the public sector are using video interviews for initial screening. They usually have audio and visual tests to ensure your webcam and microphone are working. You will get about 1 minute to read the question and 2–3 minutes to answer. These interviews are usually short – about five questions in total. Again, imagine you are face-to-face with an interviewer.

After graduating with a 2.1 degree, I had a real interest in research, and a natural flair for it, so a Ph.D. seemed like the appropriate next step. However, after a few months, I realised I was unhappy in my choice, decided to withdraw and found myself wondering what to do next. I met with my career consultant to discuss my options. We talked through various career directions and she did a confidence building exercise with me which really helped me as my confidence had really taken a knock. I saw a job as Graduate Research Consultant advertised and decided to apply. I contacted the CAS for support and my career consultant proposed a practice interview. It really helped me get in the mindset for an interview, but it also helped calm my nerves as this was my first interview in a very long time and my first graduate interview. I was offered the position. The help I was given by the CAS in changing direction and preparing for the interview was invaluable.

Laura Byrne, Analyst, Sky Dublin, BA Psychology
Assessment centres
Assessment centres can last for a day or more. A number of candidates are brought together and given a selection of different individual or group exercises and/or tests. Employers find this method is a better and more reliable way of assessing potential employees as a number of different competencies are being assessed. E.g. Team working, analytical skills. When observing candidates working on a group exercise, employers usually have a set of criteria against which the candidates are assessed.

Remember that more than one candidate will be successful and your performance over a range of tasks is what is most important.

Psychometric testing
The term ‘psychometric’ is a general one and covers ability tests as well as questionnaires on personality and personal style. The most commonly used ability tests are those measuring numerical, verbal and diagrammatic reasoning. Most tests are multiple choice and there is always a right or wrong answer to each question. Practice can help familiarise you with tests and make you less nervous before you take them. You can practise online by using ‘Profiling for Success’ Online Personality and Ability Assessments and access practice tests online (www.tcd.ie/careers)

Personality questionnaires are designed to provide the employer with additional insights into your personal style. They provide information about your decision-making, problem-solving, communication and team working style and will help the employer decide whether you would work well in their environment. You cannot prepare for personality questionnaires so your best approach is to give honest answers to the questions.

Disclosing personal information
If you have a disability, you are free to disclose or discuss that with the organisation you are applying to before, during or after the recruitment process. It is entirely your decision whether or not you choose to do this and if so, at what stage. As your Careers Consultant, we are here to support you through that decision. To make an appointment, logon to MyCareer.

Further information
- Attend a recorded practice interview one to one with a Careers Consultant.
- Check out careers websites such as gradireland.com, targetjobs.co.uk and www.prospects.ac.uk
- www.tcd.ie/careers See advice and testing on Interviews and Assessment Centres
- Watch ‘At the Assessment Centre’ video (streamed at www.tcd.ie/careers/events/video_streaming)
- Profiling for Success – Online Personality and Ability Assessments – a series of online psychometric tests that are available to Trinity College students and staff. The tests are available completely free of charge www.tcd.ie/careers/profiling_for_success
Making a good impression is key. You have done all the hard work to get to this stage, now follow a few simple guidelines to ensure you put your best foot forward. If you would like to have a trial run and are interested in doing a practice interview with us, view availability on MyCareer.

1. **Be Early**
   It will mean you are not stressed and therefore help you to make a good impression.

2. **Phone Off**
   Very important to be professional.

3. **Smile**
   As soon as you enter the building give people a warm smile and full eye contact. It also conveys enthusiasm at interview.

4. **Firm Handshake**
   It shows you are confident and professional in a business environment.

5. **Know their Business**
   Do as much research on the organisation in advance; even if they don’t quiz you on it, it’ll give you confidence. Think about their values and culture and how you might fit in.

6. **Know the Role**
   Show that you understand what they are looking for and highlight things you have done or are interested in that they would appreciate.

7. **Body Language**
   Be confident and open in your posture – no crossed arms or slouched shoulders!

8. **Listen**
   Make sure to listen to the question in order to stay on track with your answer. It’s fine to clarify exactly what they meant if you’re not sure.

9. **Use practiced examples**
   Come prepared with a number of stories that show off your skills (See STAR framework overleaf). Be prepared to tailor those examples when necessary.

10. **Conclude**
    Through asking a question or summarising your enthusiasm, make sure to conclude the interview confidently and leave the interviewers aware of how keen you are for the job!
A useful framework to help you with answering competency questions at interview is the STAR approach.

Having a number of these ‘STAR’ examples going into the interview, each one showing off a different competency will really show off your skills. If you get a ‘leadership’ question, for example “Can you tell me about a time when you have really drawn upon your leadership skills?” you can utilise your ‘STAR’ Leadership story... Have one prepared for each competency you think is appropriate to the job you applying for, e.g. teamwork, communication etc.

**Situation**
Paint a picture of the example you are going to use. What was the context? Describe the situation briefly.

**Task**
What was your objective? What was the problem or challenge?

**Situation**
Paint a picture of the example you are going to use. What was the context? Describe the situation briefly.

**Result**
What was the outcome and how did you improve the situation? What would you do differently the next time?

**Action**
What actions did you take to achieve your goal? Be explicit about your role and the skills used. This is where you will score the points so be clear and succinct about what you did!
FURTHER STUDY AND RESEARCH
Further study and research

Postgraduate study is a popular option for a variety of reasons:

- It may provide an opportunity to continue studying a topic of interest.
- It may involve specific skills development to enable movement in a new career direction, for example a science or arts graduate wishing to work in business or computing.
- It may be a prerequisite for specific types of work, such as teaching or law. Over 27% of Senior Sophisters decide to undertake some form of further study upon graduation. While the majority of these students stay in Ireland, an increasing number choose to go overseas.

Here’s what you need to know to make the right decision

Issues to consider

- Your motivation: Further study will not resolve career choice issues on its own, but can, help you to develop specific knowledge and skills and to gain insights into personal strengths, weaknesses and interests.

- Your academic record: This is particularly important when it comes to seeking funding for research degrees. While it is difficult to make an absolute statement, usually, funding goes to those with the best academic record.

- Is this the right programme in the right location? Studying at another Irish university or abroad can expand your range of skills. If going abroad, you may benefit from different cultural experiences and a chance to improve your language abilities. However, the reputation of the institution, the department, your potential supervisor and of the course should be established by following up academic contacts and recent graduate experience.

- Full-time, part-time or distance learning? Increasing flexibility in studying part-time and at a distance is available. Choose the option that best suits your needs.

If you would like to stay at Trinity, then an important first step would be to look at the online postgraduate prospectus (www.tcd.ie/Graduate_Studies) talk to staff in the School or department where you’re considering undertaking a Ph.D.

Course and funding opportunities

The postgraduate study section at the Careers Service website, www.tcd.ie/careers, is a good place to start. It provides you with links to relevant websites, and a list of awards and courses as well as research positions. You can also visit gradireland.com/further-study for help. Some of the largest funding providers in Ireland and the UK are:

- www.research.ie – The Irish Research Council
- www.delni.gov.uk – Department for Employment and Learning in Northern Ireland
- www.rcuk.ac.uk – links to the main UK Research Councils

Don’t forget to look at institutional websites for details of grants and awards specific to the institution you may be applying to.

Making applications

Personal statements are often used as part of the application process, particularly in respect of research degrees and their associated funding. For Personal Statement Tips, see www.tcd.ie/careers.

Some programmes, for example the Professional Masters in Education and some Oxbridge courses, have early closing dates.

You may be required to attend for interview. At that stage, course directors or research supervisors will be interested in learning more about your motivation for further study.
Postgraduate study options

**Postgraduate diploma**
- **Course** PG Dip
- **Teaching mode** Taught – often referred to as ‘conversion courses’ or vocational in nature, e.g. postgraduate diploma in Law
- **Normal entry requirements** Primary degree
- **Duration** Varies from one to two academic years
- **Outcomes** Some diplomas offer the option to convert to a masters

**Masters – taught**
- **Course** MA, MSc, MPhil, MBA, LLM
- **Teaching mode** Taught courses with a research dissertation
- **Normal entry requirements** Honours 2.1 primary degree (occasionally 2.2 may be accepted)
- **Duration** Varies from one academic year to two calendar years
- **Outcomes** Many act as ‘conversion courses’ e.g. MSc in Science Communication

**Masters – research**
- **Course** MLitt, MSc, MA
- **Teaching mode** Research-based programme – always involves a thesis
- **Normal entry requirements** At least honours 2.1 primary degree (occasionally 2.2 may be accepted)
- **Duration** Varies from two to three years
- **Outcomes** Some convert to PhD; enhances research skills and knowledge of a specific area

**Doctorate**
- **Course** PhD
- **Teaching mode** Research-based major thesis – original contribution to knowledge. Some professionally based taught programmes with doctoral thesis component
- **Normal entry requirements** At least honours 2.1 primary degree
- **Duration** Varies from three to five years (sometimes longer depending on the country where it is completed)
- **Outcomes** Opportunity to research a new and specific area; on completion, access to postdoctoral research

**Graduate entry programme**
- **Course** Bachelors degree, usually available for Medicine or Dentistry
- **Teaching mode** Taught – often using problem-based learning
- **Normal entry requirements** Primary degree regularly combined with specialist test e.g. GAMSAT
- **Duration** Four years
- **Outcomes** Initial step towards a career in medical or dental practice

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**Study in Europe**
This can be a good option for many reasons, including financial. Some resources to get started:

- Erasmus Mundus Joint Masters Degrees are delivered by a consortium of institutions and funding is available. [ec.europa/education/opportunities/higher-education/joint-master_en.html](http://ec.europa/education/opportunities/higher-education/joint-master_en.html)

**Final tips**
- Decide between a postgraduate diploma, taught masters, research masters, doctorate or graduate entry programme – what is your requirement?
- Don’t drift into further study. Seek advice from careers and academic staff and talk to existing postgraduate students.
- Consult online databases and prospectuses to find relevant opportunities (and funding).
- Draw up an action plan, including timeframe of applications, possible costs, funding, referees, etc.

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**Further information**
- Careers Service [www.tcd.ie/careers/students/advice/postgraduate_study.php](http://www.tcd.ie/careers/students/advice/postgraduate_study.php)
- Careers education workshops
- Gradireland Fair Oct 3rd, 2018, RDS
- Meet with your Careers Consultant to explore your options, discuss applications, etc.
- Overview of financial assistance at [www.studentfinance.ie](http://www.studentfinance.ie)

For information and advice on all aspects of postgraduate study, see [gradireland.com/further-study](http://gradireland.com/further-study)

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[www.tcd.ie/careers](http://www.tcd.ie/careers) – provides links to the main graduate websites, funding sources and portals
[www.tcd.ie/graduate_studies](http://www.tcd.ie/graduate_studies) – information on postgraduate study here at Trinity

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The value of a PhD
In-depth knowledge of a specific subject and a unique contribution to a particular field is only the beginning when it comes to describing the value of a PhD qualification. The Irish Universities Association (www.iua.ie) lists the following in its publication Irish Universities’ PhD Graduates’ Skills:

- Research skills and awareness (e.g. specific research methodologies, critical analysis, project and time management)
- Ethics and social understanding
- Communication skills (e.g. oral and written communication and teaching skills)
- Personal effectiveness and development (e.g. independence, persuasion and reflection)
- Teamworking and leadership (e.g. maintaining effective relationships, awareness of working styles)
- Career management (e.g. skills awareness, opportunity awareness, career planning, networking and presenting yourself effectively)
- Entrepreneurship and innovation (e.g. awareness of entrepreneurship skills, intellectual property issues).

Employers asked about the benefits of recruiting people with academic research experience refer to high-level skills such as analytical thinking, report writing, the ability to work independently, advanced research skills, an intellectual approach, communication and presentation skills, learning skills and task commitment. However, not all employers outside academia are familiar with the skills that are necessary to successfully complete a PhD, so it is up to you to market yourself and your time in research effectively.

Destinations of PhD graduates
While a PhD has traditionally been used as a route into employment in an academic setting, increasing numbers of PhD graduates are using their studies to launch careers in a variety of different areas. Management consultancy, applied research, technology transfer and entrepreneurship are some of the areas open to graduates. Research opportunities arise in research institutes and in private industry and are not limited to engineering or science.

Technology transfer typically exploits new ideas incorporating new technologies and the transfer to practical applications in business and entrepreneurship, where starting a company as a spin-off from your research is a possibility.
PhD holders will be in a position to offer prospective employers three fundamental and valuable assets: industry, enthusiasm and adaptability. Completing a doctoral thesis is impossible unless one possesses these attributes. They are the forces that generate the ability to organise one’s work efficiently, to devise innovative and imaginative ways of constructing an argument and solving problems, and to be flexible when a research path meets a brick wall. They cultivate the skills of efficient communication and cooperation. In essence, they allow for the development of a wide range of transferable skills.

Today, I apply these skills in a number of different ways. As a barrister, I benefit daily from my experience as a doctoral student at Trinity. A typical day at the Bar calls for a combination of research, writing and consulting with colleagues over subtle legal problems.

Destinations of recent Trinity PhD graduates include: research roles in various sectors (pharmaceutical, social research, policy), government agencies and funding agencies, management consultancy, teaching and many more.

Your career
To help you decide on the career path for you, whether within or outside academia, attend one of our specialist workshops that focus on the career-planning process for postgraduate researchers. You can also sign up for the Careers Service/Student Learning Development ‘Generic Skills Module: ‘Planning & Managing your Research & your Career’ credit bearing skills module. You may also like to make an appointment with your Careers Consultant to discuss your individual plans.

Most research scientists ultimately become managers, directing research as their career progresses and no longer have the time to work at the bench. The role of programme manager at a funding agency is a variation of this; it involves directing funding programmes that support research groups and contribute to the development of science policy. Always be prepared for unexpected paths that your career may take and be willing to try something new! Your education does not end after college. It is a lifelong endeavour.

Siobhan Roche, Partnerships Manager at Science Foundation Ireland
What do Trinity graduates do?
WHAT DO TRINITY GRADUATES DO?
WHAT DO TRINITY GRADUATES DO?

Follow the career journeys of Trinity graduates

Here at the Careers Service, we’ve asked a selection of Trinity graduates to share their career journeys, how they’ve built on their Trinity education and their advice to students. You can read their stories here or go online to view many more:

www.tcd.ie/Careers/students/jobsearch/graduate_stories.php

Use Trinity Alumni to build your Network

As a Trinity student or graduate, you have a valuable network of alumni living globally and working in emerging, niche and established sectors. LinkedIn allows you to search for and connect with Trinity alumni depending on your interests and ambitions.

Use LinkedIn to find out more about particular jobs, organisations and to grow your network. It is particularly fruitful to expand your network in sectors where jobs are less plentiful. Alumni and other contacts can help with advice on getting relevant experience and even offer short term opportunities to get experience. Increasingly, jobs are not advertised formally, so making contact with as many people as possible in your sector of interest will reap rewards.

Dónal Browne
Senior Consultant – UK&I Advisory at EY

Jill Pierse
General Manager at Fab.com

Orla McCallion
UniTuition Co-Founder

From New York to Geneva, to Cork,
Trinity Alumni are working all over the world doing all manner of things. Check out how they created their own path on the Trinity Careers Insight LinkedIn page.

Source: LinkedIn
What do Trinity graduates do?

Alumni Mentoring

Trinity alumni share their experiences and facilitate career planning and research through the Alumni Mentoring programme – a unique opportunity for you to learn about professional life in a broad range of sectors. Alumni Mentoring is open to students in their sophister years who study in a School which participates in the programme. Alumni Mentoring launches generally take place in Michaelmas term. It is a fantastic opportunity to meet with graduates who are working in diverse and interesting areas. Either through a structured mentoring programme or a more casual networking event, you can learn, ask questions and make connections for the future. The programme lasts one academic year. Keep an eye on your School and the Careers Advisory Service Events pages for specific dates.

Jessica Stafford
Senior Account Executive at WHPR Sport Department

Ben Butler
Building Stripe in Europe

Ciaran Nolan
Customer Success Manager, UK Enterprise at LinkedIn

“Alumni Mentoring

It gave me an insight into a career that I am interested in pursuing from people already in the industry. Their advice on how to get your foot in the door of the industry was extremely helpful.”

“A unique opportunity for you the student to learn about professional life in a broad range of sectors”
Ask the questions today you want to answer with pride tomorrow. Choice – remember you have more choices than you think. Keep it simple.

It’s November 2013, final year of college (studying BESS), I’m walking through the Arts block at 3am on a Thursday morning about to face into a two hour double accounting lecture. Although this was almost five years ago now there’s a certain poignancy I associate with this period in my life that will forever make it a standout chapter in the ever evolving script of ‘Jill’.

My roommate, Zara, had coaxed me to life with the promise of a Butlers coffee and croissant in a bid to get me up and at it in time for our lecture. This was a weekly ritual. We were 3 months into our final year of college and I was begging to press fast forward on a chapter in my life I was not too keen to linger on much longer. On this particular morning I remember sitting in that lecture hall, coffee in hand, physically present but mentally a billion lightyears away. At this time in my life, I had a very secret talent that I’ve since lost.

Throughout my time in college I had somewhat magically acquired a wonderful gift of being able to predict the future. This I’ve now come to learn is something many of us twenty-something have but are slow to share with each other. I must say though, it really was quite the talent. There was nothing about my future I couldn’t tell. I saw how disappointing my future career looked. For instance, I could already see how it was going to be. Throughout that two hour lecture, I sat in silence, predicting my life away, with tears streaming down both my cheeks. As the lecture drew to a close I packed up my laptop, put on my coat, and strolled out of the lecture hall with my classmates, smiling and laughing as though none of the internal turmoil of the previous two hours had taken place.

When I think back on the trains of thought that dominated a significant part of my final year, it doesn’t sound like the mindset of an ambitious young woman who would register her first business, be awarded Trinity College Business Student of the Year, achieve a 2.1 grade and subsequently go on to secure a job working in Google all in final year of college. It’s a bit mad really how our minds work isn’t it?

For many of you, final year is a breeze. Yes you’ll have a few moments of panic as you put the finishing touches on group assignments and chase to the printers to get your essays handed in on time. But your moments of focus will greatly outweigh your moments of doubt and self questioning. Having been part of the latter, and I would bet larger group of people, where doubt and self questioning is a playlist that’s been placed on repeat, there are a few things I’ve learned that will hopefully help you avoid some pitfalls I fell into and have since crawled out of. At the very least I hope these can become a source of reassurance that it’s perfectly normal to be fearful, it’s perfectly normal to self doubt and these are absolutely not going to get in the way of your success. In fact, you may learn, as I have, that these fears and doubts can become the fuel to the engine that drives you forward.

So, here are my three tips that every final year college student needs to hear:

1. Focus on the reasonings not the questions:

I remember so clearly sitting at family dinners with relatives in final year when an aunt or cousin would turn to you at the dinner table and casually ask “So what are you going to do when you finish?”. In that very moment it’s as though all the lights in the theatre have been turned off, the room is in total silence, and all you can see is a blinding spotlight blaring into your face as every eyeball in the room is on you waiting for your soliloquy of enlightenment. On reflection, a lot of how I thought about these questions was heavily influenced by what I thought I was ‘supposed’ to do or what I thought others would expect of me. I really thought it was a right and wrong answer situation. Well, I’ve since learned, there’s no right or wrong answer. But there is however, a right way to answer these kinds of questions. And that is, to focus on your reasonings. A lot of my reasonings in final year looked at people around me and what they were doing, what my siblings had done, what other successful entrepreneurs had done, what university advisors tell you to do. With so many opinions you end up in a total tizzy of exhausting confusion. If you truly want to be an individual and learn about who you are and who you could be you have to move away from that. You have to move away from outside influence and really give yourself some space and time to listen to your reasonings. This will by
Choose **Choice** not Fear

No means be easy, and at times, it will take you way out of your comfort zone. But beyond that comfort zone, past that space you’re ‘meant to be in, is YOUR zone. Go explore it, it is yours after all.

2. **Find a mentor:**

I have a handful of mentors that I lean on on a day to day basis. I am constantly in contact with the people I admire most, thankfully they haven’t objected just yet. I can honestly say that without leaning on these people I wouldn’t have the same level of self awareness and confidence that I have managed to cultivate in myself to this point. My mentors have been there to celebrate with me when times are great, to encourage me when times are tough, and to reinvigorate me when I’ve lost my mojo. Remember - behind every suit and tie, title and achievement are people, that were once twenty-somethings, just as unsure, uncertain and fearful as many of you are today. The best favour you’ll ever do for yourself is find someone you admire, pick up the phone and call them. Ask them to be your mentor, talk to them honestly about your ideas and fears and where you’re seeing the roadblocks. More often than not they’ll be able to help you navigate your way through them. You may even surprise yourself and help them out from time to time. Never underestimate the power of an honest mentor-mentee relationship. The people you surround yourself by are your most valuable assets.

3. **Choose Choice not Fear:**

When you remove fear from a decision you need to make you’ll quickly arrive at the most honest and true to yourself answer you could find. Fear of what others might think, fear of what box you’ll be put into, fear of how much money you can earn - all of these fears if not kept at bay will dominate the choices in a life that is yours. When fear is managed, it can be a powerful motivator. When fear manages you, it can be the biggest barrier to you achieving all of those dreams that are at this point so fresh and exciting in your mind. Realising this will be one of the most powerful tools you can add to the tool box of self-discovery. I realised this when I finally cut the cord and removed alcohol from my life completely. For a year I had intermittently given up alcohol, warding off nay sayers with the line “I’m on a health kick”. It was only in 2016 I realised how much I liked not drinking, how much I didn’t need it to have fun in a bar, how much I didn’t like being drunk and how much I loved waking up on Saturday mornings fresh and ready to do whatever I want. Once I realised all of these things, the fear of what people would say became irrelevant. I could finally see a choice. I could choose to give up alcohol permanently. I could choose to be a non drinker. The fear of judgement was and is absolutely still there, but the amount I gain every day from the choice I made, quietens that fear more and more every single day. Doing this with alcohol opened my eyes to so many other choices I was choosing not to see. To try and reveal to yourself possibilities you didn’t know were there you have to be brutally honest with yourself about what your fears are. You have to sit down and confront the little voice in your head that hold you back just as you want to tae off. You have to feel the turns in your stomach that arrive when you look into the future and see the things you’re trying to avoid the most. Confront them, question them, challenge them and deal with them. It’s easy to accept them as a part of life. It’s harder to believe that they don’t have to be. There’s no easy way of getting rid of them, we’re human, fear is a natural part of who we are. But how you choose to let them impact your actions, is a choice completely up to you. Reframe how you’re thinking to avoid regretting what you’ve done. Choose choice, not fear. One last tip for the road - it’s important to say that I by no means have it ‘all figured out’. More importantly, I’ve realised figuring ‘it’ out is impossible to do unless you’ve figured yourself out. We are all incredibly complex individuals, with the ability to think in extraordinarily different ways. By focusing on our reasonings, leaning on our mentors and acting based on choice not fear we can truly evolve into individuals and have some fun on this crazy, unpredictable and totally exhilarating rollercoaster. And just when you think you’ve figured yourself out, think again, as we are is not how we’ll always be. Would you write a book tomorrow that’s already been written today? Think about it.

**Advice from industry – Sinead D’Arcy**

*Jameson Graduate Programme. International Graduate Programme Manager, Irish Distillers Pernod Ricard.*

- Start thinking about what you want from your career early in your studies. Don’t leave it to final year. [gradireland.com/get-started](http://gradireland.com/get-started) is a good place to start.
- Build up a portfolio of experience and skills. Getting relevant work experience and internships are a great way to do this but there are other ways to build up these skills too, such as volunteering, organising events to raise money for charity or becoming an active member of a college society or local club.
- Highlight your proficiency in a foreign language and make it an eye-catcher by including it in the headline summary on your CV, application, or online profile.
I graduated from Trinity with a B.A. in Psychology & Philosophy in 2012, and then did a part-time MSc in International Management. During my masters, I set up a business with a fellow Trinity graduate, Sean Judge. The online service we provide, UniTuition.com, connects college students with grinds tutors who can help them with modules they may be struggling with. After initial success with this service in Trinity, UCD and DCU we expanded further afield and into adjacent markets. We now also operate a second site, TutorHQ.ie, that connects Junior and Leaving Cert students with tutors.

The experience I gained through setting up my own business was invaluable, and I would encourage any student with an idea to pursue it to see what could come of it. Trinity has a wealth of resources for budding entrepreneurs, including The Trinity Entrepreneurial Society, The Bank of Ireland workspace, Blackstone Launchpad and Launchbox. College is a great time to explore entrepreneurial ideas.

Trinity’s own start-up incubator programme, Launchbox offered us great support in getting off the ground – giving our team salaries for three months and helping to cover some of our expenses. We even won the pitch event at the end of the programme – the prize was a funded trip to Silicon Valley!

Even if it fails, setting up your own business has a wealth of benefits. You will develop a way of thinking about business strategy and operations that you otherwise would not have. Employers love to see innovation and creativity in potential employees, so it looks great on your CV.

Tell us about your career so far and how you chose it?

I pursued my current role as a Management Consultant for EY (Ernst & Young) because I’ve always enjoyed new challenges. After college, I worked for a non-profit start-up that aimed to build trust in politics by facilitating participatory citizenship and ensuring a more accountable political elite. I relished the problem-solving nature of the role. I then chose consulting as it offers fast-paced learning opportunities in a wide variety of business settings. I chose EY because of their commitment to diversity and inclusiveness, and their strong reputation for developing people.

How did your experience at Trinity prepare you for where you are now?

I studied Architecture for two years in UCD before making the jump into Psychology in Trinity. The Psychology programme at Trinity included a module in our Junior Sophister year that highlighted the various career paths available to us in the field of Psychology and beyond. This module, coupled with visits to the Careers Advisory Service to hone my CV and interview skills, helped to give me the confidence I needed to start my professional journey. Friends from my 2013 graduating year now work across many fields – including roles as junior diplomats, stand-up comedians, and roles working in psychology and non-profit think tanks.

Any advice for current Trinity students about to start their own career journey?

I now work in a role I never considered until late in my college years. I studied subjects that genuinely interested me in Architecture and Psychology, and now find these diverse experiences give me broader reference points and strong critical thinking skills. Trinity offered me great opportunities to grow and learn, and I especially benefitted from the extra-curricular activities on campus. Any career is possible if you’re willing to work to get it. Throw yourself in at the deep end and make the most of the college experience.

If anybody would like to find out more, please reach out on LinkedIn.
Following my History finals, which I completed in May 2015, I began an internship in the sports department at WHPR. WH is one of the longest established communications agencies in Ireland and is part of the Ogilvy and WPP global network.

Following the first two months, I was offered the opportunity to move to the Consumer department where I worked as an intern assisting on campaigns for brands such as Guinness, Eason, AIB and Reserve. I was soon made an Account Executive and then, after moving back to the Sports department, I was promoted to Senior Account Executive. This role sees me working on the core, day-to-day management of accounts, which includes anything from strategy to activations and pitching for new business. My four years at Trinity taught me excellent transferable skills for the workplace.

To Senior Account Executive. This role sees me working on the core, day-to-day management of accounts, which includes anything from strategy to activations and pitching for new business. My four years at Trinity taught me excellent transferable skills for the workplace. As head of the Horse Racing Society in third year, I learned to trust my initiative and have the confidence to take risks. When I started my job, I felt the skills I already had meant I was able to throw myself 100% into anything I was given. Trinity encourages you to be independent and think on your feet; this is something that is invaluable in the work place, regardless of the industry you get into. Furthermore, Trinity societies embrace all the wonderful passions and interests each student may have. Having a passion and embracing it is a wonderful thing, so make the most of having that opportunity during your college years!

I'm a freelance writer and director in film and TV. After leaving Trinity in 2013, I spent a year doing a diploma in film production in London. After that, I spent a year working in various internships, and short term production jobs. I also directed in theatre, and when one of the plays I directed was picked up for adaptation by BBC3, I got to co-write and direct this series, Overshadowed. What's great about being a writer-director is getting to see a story through from start to finish. I love the buzz of being on set, and getting to collaborate with other amazing creatives. One of the most challenging things about working in this industry is the expectation of doing low paid/unpaid work to start out.

If I was to give any advice, I'd say that human connections are what make the world go round. Reach out to people you admire, and meet them for coffee. Even people at the top levels are still passionate about what they do, and respond well to genuine interest. It's important to have skills – but showing that you're a nice and enthusiastic person to work with can go a long way.
In partnership with employers
The Trinity Careers Service has rich engagement with employers across all employment sectors. We engage with government, national and multinational employers, SMEs, NGOs and other organisations to seek employer views on 21st-century skills and the changing needs of the workplace in order to:

- Promote graduate opportunities and careers events and activities
- Develop new opportunities for students, e.g. Employability Awards
- Embed employability and career-development opportunities in the curriculum
- Create workplace internships, placements and exchanges
- Prepare our students for the changing workplace of the future

Connecting students with employers
We facilitate students to:

- Connect with employers through on campus (Careers Fairs, presentations, information stands and recruiter in residence sessions) and off campus events
- Access and view job opportunities advertised by employers on MyCareer
- Receive personalised and targeted communications from employers on relevant opportunities and activities
- Use the information resources available on our website (www.tcd.ie/careers) to research employment sectors, employer profiles, job profiles and graduate employment information
- Participate in employer skills workshops to expand your skills and knowledge
- Reach out to alumni to ask questions, seek advice and gain an understanding of different career opportunities

Workplace skills
Through your studies and your co- and extra-curricular activities at Trinity you will develop many of the workplace skills required by employers including:

- Critical thinking
- Effective communication
- Ability to apply professional/technical knowledge in the workplace
- Problem recognition and problem solving
- Independent thinking
- Working effectively with others
- Adaptability
- Entrepreneurial skills
- Business acumen/commercial awareness
The Trinity Careers Service helps you connect with employers in a number of ways. In addition to our involvement in the Gradireland Graduate Careers Fair, we hold a number of Career Fairs on campus and facilitate visits from employers and postgraduate study providers to campus during the academic year. You can also choose to attend our employer presentations, information stands and recruiter in residence sessions.

Use our website (www.tcd.ie/careers) and the information resources available to research employment sectors, job profiles and graduate employment information. Employer profiles and job opportunities for those employers who actively recruit Trinity students can be found on MyCareer.

Further information and advice will be available during Careers Week, which takes place from 1st-5th October 2018.

Log in to MyCareer to keep up-to-date on all our employer events, activities and opportunities and to book a one-to-one meeting with a Careers Consultant.

Many employers offer paid graduate training programmes to support candidates to make an effective transition from university to a work environment, and to develop the skills they need to be effective within the organisation.

They tend to last between 1 and 2 years and offer a range of benefits such as excellent training and development, rotating around different departments, earning whilst learning, and mentoring opportunities.

There are many graduate programmes to consider. To gather an overview of your options, log on to MyCareer and of course, attend our Career Fairs and employer events throughout the year.

You may have heard the term ‘graduate training programmes’ being discussed as an option after you graduate, but what exactly are they?

Graduate Programmes: A Great Way to Kick-Start Your Career

95% of the Class of 2016 are in employment, internship or further study

Trinity graduates are actively recruited by organisations across a wide variety of industry sectors and professions.
We're Toasters. Could you be one, too?

“We first day I arrived at Toast I instantly felt like I was part of the team. I'm currently involved in projects that directly impact all employees and customers. If you are looking for an internship which is both challenging and highly rewarding, I would recommend applying for Toast, you will not regret it.” - Current Software Engineer Intern

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- Ciaran Cavanagh, Judicial Assistant, High Court – TCD Law Graduate

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An tSeirbhís Chúirteanna
Courts Service
I work as a part of a global team that makes a remarkable impact

My name is Grainne Dunne. I graduated from Trinity College Dublin with a pharmacy degree in 2012 and completed my M.Pharm through the RCSI in 2013. I spent 6 months of my preregistered training year working in the pharmaceutical sector and can confidently say it was the best career decision I could have made, as it opened my eyes to the career options available to a pharmacist beyond the traditional roles in hospitals, retail, and long-term care.

I joined AbbVie in 2013 as a pharmacist on the Operations Development Programme (ODP). The ODP is a 2-year training programme offered by the company with three 8-month assignments in different areas of the operations business.

My first assignment as an Industrial Pharmacist was in AbbVie’s Sligo pharmaceutical facility. Here, I worked on many projects from technical transfers to the design and co-ordination of development trials. I was encouraged to seek out opportunities and to get involved in any project or business area I thought would be of value to me and my career.

For my second rotation, I moved to AbbVie’s Cork facility. Today, I work in Engineering Technical Support with AbbVie in the US. The ODP requires that you do an elective assignment in a functional area outside your field. I choose Business Excellence and Supply Chain. The programme allowed me to develop opportunities in areas that would have previously been outside the realm of possibility for me as a pharmacist.

Joining AbbVie has shown me that career possibilities for a pharmacist in industry are vast. I work as a part of a global team that makes a remarkable impact on patients’ lives around the world.

The programme has allowed me development opportunities in areas that would have previously been outside the realm of possibility for me as a pharmacist.

To see how Grainne’s career has progressed, check out her profile on LinkedIn.

ARISTA

Recruiting Graduate Software Engineers for 2019

Arista Networks is looking for great Graduate Engineers interested in product development in C/C++ and Go to join the team in Dublin advancing the Software Defined Networking (SDN) revolution.

What will I be doing?

- Writing Linux user space and kernel code to allow 32-bit drivers to DMA 64-bit virtual memory spaces using both Intel and AMD IOMMU controller.
- Accessing ASIC registers over SPI bus, SMBus, PCIe and I2C, to implement high resolution timers (sub-100ns accuracy) and read ASIC hardware specifications to gather near-real-time information on large numbers of packet flows and to generate network congestion statistics.
- Development of routing protocol agents (for BGP, OSPF, ISIS) in C/C++ within a Fedora Linux embedded environment. Coding of fault-tolerant, concurrent agents capable of handling the demands of future data centres where high performance and high availability are basic requirements. Fully automated, developer owned, Python based, continuous test harness with 100s of devices under test at any one moment.
- geiger: (known externally as the Cloud Vision Portal) is a web-based front-end application that abstracts the physical network to a broader, network-wide perspective using react.js, redux.js, and node.js. Geiger consists of a front-end user interface for understanding the stored data from the real-time telemetry streamed from the data centre switches. It allows you to view events, inspect a device, or compare metrics across devices and much more is planned as it key to Arista’s any cloud hybrid data center offerings.

What skills do I need:

How do I apply:
Please forward your CV to eokelly@arista.com
Citadel & Citadel Securities

www.citadel.com
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London | Dublin | Chicago | New York | Hong Kong

↗ About Citadel
Citadel is a leading investor in the world’s financial markets. For over a quarter of a century, we have sought to deliver industry-leading investment returns to clients including corporate pensions, endowments, foundations, public institutions, and sovereign wealth funds. Citadel Securities is an award-winning global market maker that helps meet the liquidity needs of asset managers, banks, broker-dealers, hedge funds, government agencies, and public pension programs.

↗ Application Process
Apply for full-time graduate positions and internships via our websites

Connect with us on: LinkedIn, Twitter, Instagram, Facebook

INVESTMENT & TRADING
Trade in incredibly competitive markets and capture the most compelling investment opportunities.

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Voluntary Service International (VSI): Funded international volunteering opportunity

Calling all football fans! Would you like to share your World Cup fever and volunteer in the United Kingdom?

VSI is looking for a volunteer to promote racial equality and social inclusion through football. Plymouth Hope, the hosting organisation's purpose is to provide football activities to refugees and the indigenous population living in the most disadvantaged areas of the city. Volunteers will be able to coach football, engage in peer support, and organise the Football Festival and Family Fun Day.

More information on the project and application form the VSI website: https://bit.ly/2tpP9UH

If you have any questions about the EVS programme or would like to find out more about our many volunteer opportunities, please contact us at the above email address or tel: 01 855 1011 (Mon-Fri, 9am-5pm).

Interested in other EU-funded projects abroad as well? VSI has several projects available for international volunteering including:
- Youth Participation in France
- Teaching English in Slovakia
- Event Management in Moldova

Check out our website and click on EVS vacancies for more information on funded international opportunities!

Voluntary Service International (VSI): www.vsi.ie
VSI Facebook: https://www.facebook.com/VsiIreland
Twitter: https://twitter.com/VSI_Ireland

Voluntary Service International (VSI) is the Irish branch of Service Civil International, a worldwide peace movement that began in 1920. We work to promote peace, social justice, sustainable development and intercultural understanding through volunteering and in Ireland.

VSI is a registered charity: CHY 9220. VSI is registered as a limited company, no. 140520, having no share capital.

Graduates sought

Fullbrook School offers career advancement opportunities and professional development via the GEP Multi Academy Trust Talent Management Programme which sponsors nationally accredited awards like the NPQSL and MA in Education. Furthermore, the MAT offers individuals the flexibility to move between schools within the Trust in order to expand their experience for rapid career progression.

Fullbrook is a mixed, mainstream secondary school with Academy status. The age range at Fullbrook is 11-18 years, encompassing KS3, KS4 and KS5. The school is managed via a senior leadership team, with the Principal at the forefront. Working alongside the Head of Faculties are the Heads of Learning, who have responsibility for the pastoral care of the students at Fullbrook, working with the form tutors to ensure that all students fulfil their potential, minimising any barriers to learning.

There are 9 faculties within the school, these are Mathematics, English, Science, Humanities, Social Sciences, ICT & Business, Physical Education & Creative Arts, Learning Support and Technology & Arts.

As a newly qualified teacher, you will complete an induction programme over the course of one academic year. George Abbot Teaching School is our provider for this service and is registered as an awarding body for NQTs. The cost of this programme is paid by Fullbrook.

The induction programme includes Registration with NCTL, electronic online profile, handbook and supplementary guidance, termly review and feedback, 3 NQT CPD twilights, annual training opportunity for potential mentors and NQTs. The induction programme content includes Safeguarding, Action Research, electronic attendance and behaviour logging, Parents Evening etiquette, understanding and using data, positive behaviour management, work life balance, maximising the progress of SEND and PP students, effective questioning, Numeracy across the curriculum, independent learning, teaching KS5, embedding literacy and differentiation.

Support for NQTs is provided by the Associate Assistant Principal responsible for overseeing the NQT induction programme.

Starting salary Main scale, £24,018 - £34,934 per annum

Pattern of Recruitment/Closing date 3 main recruitment phases: October, February and May annually

Form of Application Apply online at http://bit.do/fullbrookvacancies

Approx annual intake 8 NQTs for various subjects

My name is Aishling Meyler, I graduated from Trinity with a Comp Sci degree in 1999 - long before there was an Intern program. I spent 4 years working with Logica before joining a small Irish startup - Mapflow, now part of LexisNexis. Now, 15 years after joining Mapflow, I’m still here and enjoying every minute.

I started off my career in LexisNexis as a Software Engineer, working on all sorts of different geospatial projects. Now I lead teams of highly skilled engineers across 4 offices in Ireland and the UK delivering solutions to the insurance industry. We work with the latest techs across the full stack be that docker, postgres, big-data, mapserver, java, react.js and AWS to name a few.

We’ve had great success with people from Trinity, so when I became aware of the intern program I was very keen for us to become part of it. We setup our intern program 3 years ago, and in each year have hired over 60% of the interns to come back full time once they completed their course. During their internship they get exposure to real production code, being fully involved just like any of our full time employees. They have had exposure to our systems from the back end all the way to the delivery point, be that in the browser or in a web service call.

If you are interested in joining us as an intern next year please contact Patrick.Cronin@lexisnexisrisk.com, or if you have already graduated and feel you would be up for the challenge please checkout our graduate opportunities at https://4re.referrals.selectminds.com/jobs/search/4560343
Ever thought about teaching in England?

Tradewind Recruitment are a leading education recruitment agency, specialising in a range of supply, long-term and permanent roles across schools in England. Our dedicated team work tirelessly to understand your needs, ambitions and to match you with your dream position for your NQT year - and beyond!

“I first heard about Tradewind Recruitment through a friend who was using the agency and recommended them to me. They have been very helpful, flexible and proactive during the registration and trial period, especially understanding that we were also very busy and working at university!

I was reimbursed for a flight from Edinburgh to London, which was very helpful and took away the stress for the trial day I was doing.

By using the agency, I am excited to have access to the CPD courses that will help me during my NQT and subsequent teaching years. My advice for anyone following the same path after graduating is to select a recruitment agency, like Tradewind Recruitment. The NQT year is stressful enough so it is nice to know that someone is helping to take care of job searching.

I do not think I would have had the time or knowledge to pick a school in London.

What I especially liked about Tradewind is that they considered my preferences and matched me to schools that they thought I would be suited to.

I would recommend them to anyone as they have been very helpful and supportive throughout.”

Charlotte, Trinity College Graduate NQT, starting in September 2018

To find out how we can support you, contact Arlene Rutherford today: E: arlene.rutherford@twrecruitment.com | T: 01908 1560 | www.twrecruitment.com