



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

YOUR TRINITY CAREERS GUIDE

www.tcd.ie/careers



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Trinity **and** your **career**

Appointments

Work
and Study
Opportunities

Career
Events

MyCareer
mycareerconnect.tcd.ie



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How **we can** support you





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How **we can** support you

HOW WE CAN SUPPORT YOU



ENABLING YOU TO FULFIL YOUR POTENTIAL

The Trinity Careers Service supports you to explore and plan for your career ambitions. We can help you to identify and articulate how your learning experiences, both in the classroom (through your programme) and outside (through your co- and extra-curricular activities), contribute to your career readiness for the workplace of the future.

WE ARE AN ALL-INCLUSIVE SERVICE

We operate an inclusive policy and our services are available to all. Don't hesitate to contact us with any questions you might have.

Our

Employability and Employment Guide

sets out how Trinity supports your development and prepares you for your career ahead.

Find out more about the Trinity Careers Service at www.tcd.ie/careers

Contact us

Trinity Careers Service
7-9 South Leinster Street
Dublin 2
Tel: (01) 896 1721
www.tcd.ie/careers

Opening hours

Term	9.00 a.m.–5.00 p.m.
Out of term	9.30 a.m.–1.00 p.m. and 2.00 p.m.–5.00 p.m.

We offer both online and in-person appointments, the availability of which is dependent on regulations at the time. Further information can be found when booking your appointment on MyCareer.

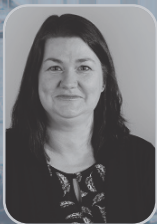
MEET THE TEAM



Orla Bannon
Director



Nora Moore
Executive
Officer



Jackie Pryor
Executive
Officer



**Emma Jane
Skelton**
Executive
Officer



**Joel
McKeever**
Student
Employability
Officer

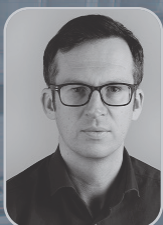
WHAT WE DO



Orlaith Tunney
Careers
Consultant



Fiona Hayes
Careers
Consultant



John Wynne
Careers
Consultant



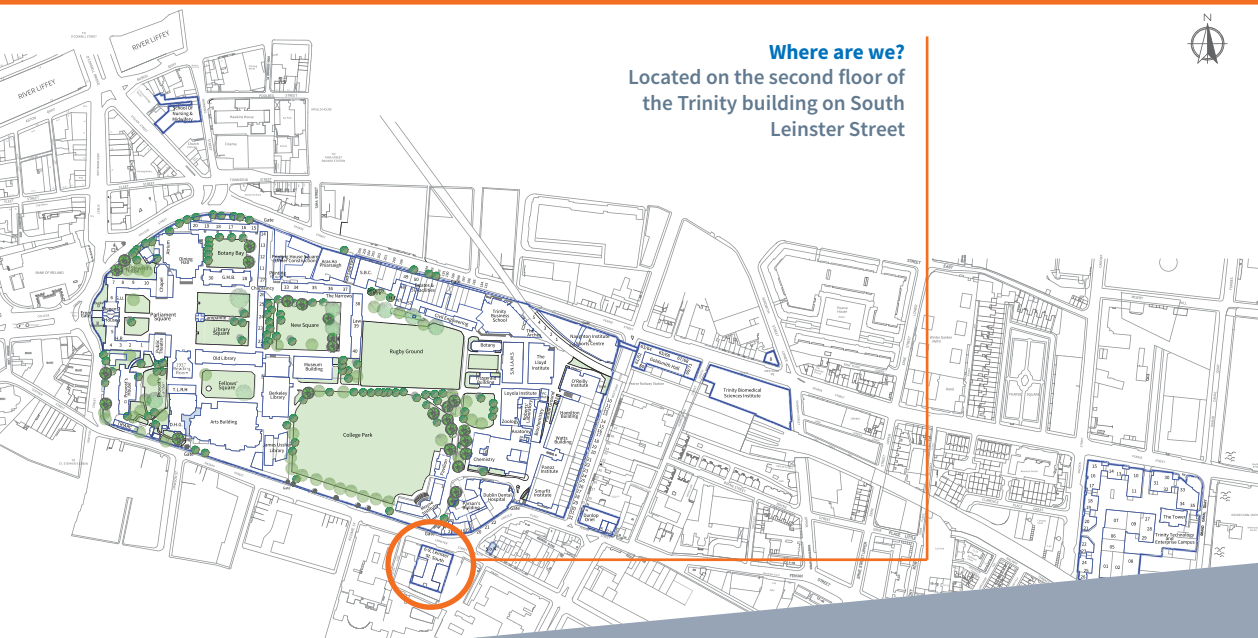
Sarah Jones
Careers
Consultant



Marielle Kelly
Careers
Consultant



Orla O'Dwyer
Careers
Consultant



Where are we?

Located on the second floor of
the Trinity building on South
Leinster Street

USE YOUR CAREERS SERVICE TO EXPLORE YOUR CAREER OPTIONS

On average each year
we meet with

1,789

students for one-one
appointments, CV
reviews and practice
interviews

Supported

530

students with
Alumni Mentoring

Advertised over

3,399

opportunities

Awarded

100

Trinity
Employability
Award
Certificates

Delivered

80

careers education
presentations to students

Welcomed

162

employers and

2,500

students
to our Careers Fairs

Selected

25

Laidlaw
Scholars



MyCareer for students

MyCareer is the way to connect with your Careers Service online. Personalise your profile so you hear about everything that's happening of interest to you

Events

Book into employer led events & career workshops

Appointments

Get one-to-one advice and guidance

Opportunities

Receive tailored notifications for jobs, internships, interesting opportunities

Practice Interviews

Get interview practice, with advice and feedback from your Careers Consultant

CV & Linked In Clinics

Get one-to-one advice on preparing your CV and online profile

Learn how to access

Trinity Mentoring Programmes, Awards, Postgraduate study, scholarships, internships and more.....

Awards and Scholarships

Apply for Awards, Scholarships and Bursaries

Find us on
tcd.ie/careers

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



YOUR CAREER CALENDAR

Be aware of events that are happening on campus and virtually, so that you can engage with the opportunities that arise to develop your knowledge and skills. Log on to **MyCareer** for further information and to book to attend events.

SEMESTER ONE Sept-Dec

Trinity Careers Fairs

- Business, Finance, Consulting
- Law +
- Computing & Tech
- Science & Engineering

Gradireland Careers Fair

Healthcare Job Fair

Trinity Student & Alumni Mentoring Events, Multi-discipline

Employability Bursary Applications Open

PhD Module Applications open

Opening of applications for the Laidlaw Undergraduate Research and Leadership Programme

Check the Events Calendar on **MyCareer** for details.

Need to improve your interview skills?
Check out our new interactive video
interviewing software **Shortlist.me** by
logging on to **MyCareer**

“The speakers were very
clear when communicating,
very knowledgeable and
very open to questions”



SEMESTER TWO

Jan-May

To **Act**
Responsibly

To **Think**
Independently



To **Develop**
Continuously

To **Communicate**
Effectively

- Internship Fair: Connect with employers offering exciting internships to Trinity Students in a number of different fields
- Announcement of Laidlaw Scholars
- Grad Ireland Summer Fair
- Weekly CV & LinkedIn Clinics
- Practice Interviews
- One-to-One Guidance Sessions
- Application Support Sessions

Log on to **MyCareer** for up-to-date information on events.

Book a one to one appointment for support with graduate programme applications or guidance on planning for the coming year.

Attend our weekly CV & LinkedIn Clinics to perfect your profile



CAREERS SUPPORT FOR INTERNATIONAL STUDENTS

Support and advice tailored to your needs

We are home to a diverse and multicultural community and welcome students from all backgrounds. Our international students represent over 120 different nationalities. 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

Our Careers website (www.tcd.ie/careers) 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 helpful websites.

You can access vacancy information and details of all term-time events and presentations, including recruitment visits from global employers. 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 which are specific months defined by the Irish Government – see INIS for the most up to date guidelines.

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. Identify qualities and value you can offer – such as fluency in different languages, highly developed technical skills, awareness of foreign practices and markets, and cultural awareness. You can also offer 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.

“For students without a strong support system this service is very useful. Explaining intentions and plans in person to someone competent helps expose holes which I could have otherwise missed.”

Further information

- Trinity careers section for international students www.tcd.ie/careers/students/international
- Department of Business, Enterprise and Innovation www.dbei.gov.ie
- Irish Naturalisation and Immigration Service www.irishimmigration.ie
- Irish Council for International Students (ICOS) www.icosirl.ie



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Explore **your** career options



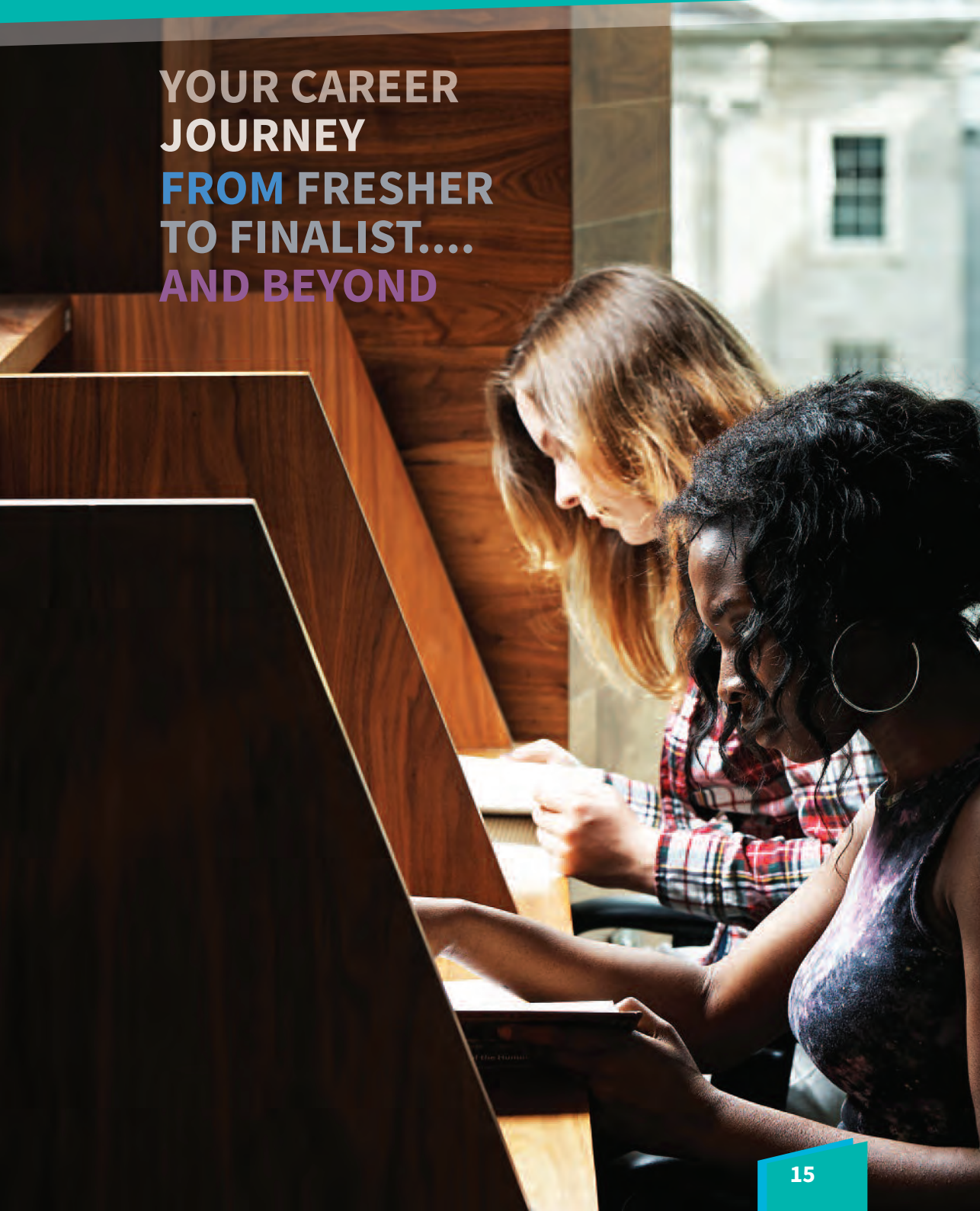


EXPLORE YOUR CAREER OPTIONS



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YOUR CAREER JOURNEY FROM FRESHER TO FINALIST.... AND BEYOND





JUNIOR FRESH
SENIOR FRESH
JUNIOR SOPHISTER
FINAL YEAR
POSTGRADUATE



During your time as a Trinity student, you can come and meet with us in the Trinity Careers Service to discuss how you can start preparing for your future career.

YOUR CAREER



First Year

- Register with **MyCareer** to keep up-to-date with careers events and job vacancies
- Visit our website to find out how we can support you, see www.tcd.ie/careers
- Join clubs and societies and get volunteering, see www.studentvolunteer.ie
- Create your new 3rd level CV so you are ready to apply for exciting opportunities
- Apply for work experience - the best way to figure out what you want to do.

Second Year

- Visit our website to see how we can help you find work and make job applications
- Attend a CV Review clinic to help tailor your CV
- Search and apply for work experience and summer internship opportunities using **MyCareer**
- Consider applying for the Trinity Employability Award, the Laidlaw Undergraduate Leadership and Research and other employability bursaries
- Build on your experiences and try new things that challenge you
- Use LinkedIn and Trinity Alumni Online Mentoring to be inspired by the success of Trinity graduates.

JOURNEY AT TRINITY



Third Year

- Use our online careers tools and resources to help you find out more about yourself to inform your career choice
- Meet your Careers Consultant to discuss your strengths and explore your options
- Reflect on what you enjoy and organise new experiences for the summer
- Practice your interview skills using **Shortlist.me** interactive video interviews
- Consider taking on a leadership role e.g. officer in a society/club or class representative
- Attend Trinity mentoring events to meet with and talk to experienced graduates
- Find out what you need to know to prepare and plan for your final year.

Final Year and Postgraduate

- Meet with your Careers Consultant to discuss your career strategy for the year ahead
- Attend Careers Fairs and events that interest you
- Know your deadlines for applications
- Engage with mentors and fine-tune your CV and LinkedIn profile
- Continue to be curious, talk to everyone you can and think big!

Our **Employability and Employment Guide** sets out how Trinity supports your development and prepares you for your career ahead. Find out more at: www.tcd.ie/careers



Careers, Employability and Work-based Learning modules for PhD Students

As a Trinity PhD student you can use all of our service offerings detailed within this guide but you can also sign up for the innovative *10 ECTS module on Careers, Employability and Work-based Learning* and/or the *5 ECTS module on Careers and Employability* specifically designed for you. These modules will support you, the PhD student, with career planning, critical reflection and decision-making and will enable you to establish networks to help support your future career.

We are offering the modules in a blended learning format, which includes an online *Skills Audit* tool to help you to develop transferable skills that can be applied during and after your PhD. The *10 ECTS module* offers a unique opportunity for you to be supported while you undertake a self-sourced work based learning which will allow you to prepare for careers in academia and/or industry.

Both modules comprise a suite of workshops in two streams (*Careers and Skills*) with students undertaking alternating face-to-face and online sessions. The *10 ECTS module* includes an additional *Work-based Learning (WBL)* stream. Both modules are open to students in Years 2-4 of a full-time PhD (Years 2-6 part-time PhD) across all disciplines.

The modules are assessed through written critical reflection, a group poster project, completion of a CV and cover letter review, and a WBL self-assessment (*10 ECTS module only*). Students will have the option to transfer between the two modules on successful completion of the required components.

For further information, please contact the Careers Service at careers@tcd.ie or www.tcd.ie/careers.

Register your interest on MyCareer



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.





● 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.



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

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?

- 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.



● CAREER PLANNING 101!

- 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.

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.

- 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.

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?

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.

Further information



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 4 to 12 weeks during the summer. Organisations are creating new offerings, with full or partly virtual versions being developed.

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?

Managed to secure work experience or an internship but struggling to afford to take it up? Find out more about our Trinity Employability Bursary on www.tcd.ie/careers

WHERE TO LOOK

Some part-time vacancies are advertised on MyCareer. However, the Student Union Jobs list specialises in this type of work. For more information: sujobs@tcd.ie
Keep your eye on gradireland.com for vacancies too.



Improve your language skills

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 language modules available under Trinity Electives (<https://www.tcd.ie/trinity-electives/apply/>) and a range of cross-faculty broad curriculum courses (www.tcd.ie/broad_curriculum).

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

- **MyCareer** – for information on work experience internships and much more
- **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)





TRINITY EMPLOYABILITY AWARD

<https://www.tcd.ie/Careers/students/awards/employability-award/>

Introduced in 2016, the Trinity Employability Award gives students the opportunity to gain skills and experience which will equip them to engage with future employment opportunities while learning to practice the Trinity Graduate Attributes – to act responsibly, to think independently, to communicate effectively and to develop continuously. Students are supported to explore their abilities and interests through facilitated workshops, flexible learning activities, and engagement with graduate recruiters who are partner employers on the Award.

The Trinity Employability Award evolves each year to respond to the current student experience. In previous years, the Award has offered the following themed pathways:

- An Award in partnership with Intel Ireland
- The Professional Services Pathway in partnership with Deloitte, EY, KPMG, and PwC
- The Digital Health Pathway in partnership with Neuromod
- The Social Action (Migration) Pathway in partnership with the Irish Refugee Council and the International Organisation for Migration
- The Pharma Pathway in partnership with Pfizer and MSD – Dunboyné Biologics

The Trinity Employability Award is currently being redesigned and a new and expanded scheme will be launched for all undergraduate students in the 2023/24 academic year. Other Employability related activities focused on a variety of themes will be made available in Semester 2 2022/23 including the **Trinity Disability Inclusion Pathway** – in partnership with the **Trinity Disability Service**, this training scheme is open to undergraduate students registered with the Disability Service and includes activities tailored to prepare students without significant experience to undertake future opportunities such as part-time employment, volunteering, involvement with societies and clubs, and the central Trinity Employability Award.

<https://www.tcd.ie/Careers/students/awards/employability-inclusion/index.php>

You can visit our website to stay informed on upcoming opportunities to participate in Trinity Employability schemes.





AWARDS & SCHOLARSHIPS



Laidlaw Undergraduate Leadership and Research Programme

www.tcd.ie/Careers/students/awards/laidlaw/
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 leadership and research which will allow them to excel in both their degree programmes and their careers. The programme is sponsored by Lord Laidlaw of Rothiemay and comprises of two core elements across two summers:

Research Project

A period of funded research undertaken over 6 weeks in the first summer during which time participants will pursue and report on an original, self-defined research question, with the support of their academic research supervisor. Scholars receive a stipend of €3,300 for their research period and can apply to a travel fund as well as access additional tailored supports and resources.

Leadership Development Training and 'Leadership in Action' experience

Online learning, one-to-one mentoring, and residential weekends and training workshops with leadership experts.

An intensive programme with emphasis on personal development, self-awareness, resilience, and communication skills.

In the second summer students undertake a funded Leadership in Action experience which focuses on making a positive impact on society through the practical and independent application of leadership skills in a new and challenging environment.

"I am currently undergoing my research and my supervisor is being wonderfully supportive and accommodating. I could not ask for more. The entire experience of the scholarship so far has been incredible."



DEVELOP YOUR SKILLS

Your time in Trinity is an opportunity to gain a variety of skills to complement your academic study. Taking part in co- and extra-curricular activities can play an important role in your career development. Employers value a diversity of experience and skills, and expect graduates to bring a rich portfolio of competencies to their organisation. This can help you stand out in the hiring process.

Activities which help you explore your interests and develop career-ready skills could include taking part in Trinity clubs and societies, getting involved with the Students' Union, participating in mentoring programmes where you can get advice from Trinity alumni, developing your own business idea or undertaking internships or voluntary activities.

Whatever activities you choose, it is worth taking some time to reflect on skills you have developed. This will allow you to assess your strengths and areas for development, as well as providing valuable evidence to use on applications forms or in interviews.

EMERGENCE OF TECHNOLOGIES THE ART OF THE MEGACITY ENERGY IN THE 21ST CENTURY



Trinity Electives

As a Trinity student you may have the option to broaden your Trinity Education and expand your skillset by choosing a Trinity Elective, a stand-alone 5 ECTS module outside of your core discipline. You could choose to engage in Trinity's ground-breaking research, explore languages and cultures, or address key societal challenges. The full list of Trinity electives is available at <https://www.tcd.ie/trinity-electives/>

DESIGN THINKING IDEA TRANSLATION LAB FROM PLANETS TO THE COSMOS JAPANESE LANGUAGE AND CULTURE





DEVELOP YOUR SKILLS

Volunteering

www.studentvolunteer.ie

Volunteering can be a rewarding opportunity to contribute to the community, develop a range of skills and increase your confidence. 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: the benefits of volunteering are countless and it can offer emotional, physical and professional gains.

An added benefit is that employers look favourably on candidates who have volunteered. It is a good way to try out certain skills that are not included in your course of study. You can enhance your application forms and CV with the skills you have learned and contributions you have made while volunteering. You can also apply to have your volunteering recognised through the Dean of Students Volunteer Awards (see the Civic Engagement Office website) or through the Trinity Employability Award.



There are a huge range of volunteering opportunities to choose from in Trinity with initiatives such as Student2Student (S2S), the Voluntary Tuition Programme (VTP), Suas and others. Many of these opportunities are listed at the Careers website

<https://www.tcd.ie/Careers/students/options/develop/volunteering.php>) and the Central Societies Committee (<http://trinitysocieties.ie/>)

Entrepreneurial activity

Trinity fosters innovation and entrepreneurship at all levels across the university. As a result, the university has established Tangent, Trinity's Ideas Workspace (<https://www.tcd.ie/tangent/>). Tangent offers undergraduate and postgraduate certificates in innovation and entrepreneurship and accelerators such as LaunchBox to support entrepreneurially-minded students.



MENTORING

Career mentoring is a relationship between a student ('mentee') and a more experienced person ('mentor'), who is there to support you with developing your career. The purpose of the relationship is the passing on of knowledge, experience and offering advice.

Mentoring at Trinity is a unique opportunity for you to learn about professional life in a broad range of sectors.

Your Trinity alumni mentor could be working in any area that interests you or have graduated from the same course as you. Mentors can help with preparing for the

world of work, discuss career options and offer practical assistance with getting jobs a place on a postgraduate course.

You can engage with mentors in two ways (see below). Keep an eye on your School and Trinity Careers Service Events pages for specific dates.

Need support to get started or on how to make the most of mentoring? Book an appointment with your careers consultant through **MyCareer**.



Alumni to Student Career Mentoring



Option 1 Flash Mentoring

What is it?

Connect with multiple mentors on a one-off basis for careers-related advice. You can connect with mentors at any point throughout the year.

Benefits:

- For students of all years and disciplines who have a specific career question and not interested in creating a mentoring relationship
- Gain access to a wide group of alumni who may not have time for a longer-term relationship;
- Determine whether a mentor is a good match for a longer-term mentoring relationship

I'm interested what do I do?

- Watch the briefing video
- Register with Trinity Alumni Online (TAO)
- Search Trinity alumni mentors by industry or school
- Submit your specific career question using the "Send a message" facility
- Respond to alumni messages specially to say thank you & to inform them of your progress

Option 2 Longer-term Mentoring

What is it?

A relationship over 4-6 months between a student ('mentee') and a more experienced person ('mentor') with the option of receiving a Mentoring Certificate of Completion. You can connect with mentors at any point throughout the year. Start early!

Approx. 10 hours commitment

Benefits:

- For students of all years and disciplines interested in creating a mentoring relationship with the option of receiving a Mentoring Certificate of Completion
- Explore what you do and don't want/like; Increase your knowledge and confidence to have a clearer career direction and reach your aspirations; Gain key skills such as professional communication

I'm interested what do I do?

- Watch the briefing video
- Attend mentoring events
- Register with Trinity Alumni Online (TAO)
- Search Trinity alumni mentors by industry or school
- Submit a "Mentoring Request" to your mentor of choice
- When you have found a mentor we advise three meetings for approx an hour over a 6 month period.
- Submit "Tracking My Mentoring Journey" to receive a Mentoring Certificate of Completion



MENTORING TIPS FOR MENTEES

Have a plan

- Be realistic in your expectations of how much time and support your mentor will give you
- Your mentor's time is valuable - follow through with appointments made; avoid sending too many requests in a short space of time and try to make progress independently in the times between your conversations
- Keep your question short and succinct
- Ensure your communication is professional in tone
- If you don't hear back from a mentor send a reminder message 7 days later. If you still don't hear back let careers@tcd.ie know. We want to ensure that alumni on the database are responding to you

Set objectives together

- Mentoring is most effective when it has a clear set of goals that it can be directed towards, especially early in the relationship
- If you do define objectives, make sure you review them regularly together. Be sure to acknowledge what you have achieved together and what the next steps should be
- "Document your experience in our 'Tracking Your Mentoring Journey' document which is designed to help you reflect and learn

Take the lead

- As a mentee, you are expected to lead the mentoring relationship and make sure it keeps progressing. Your mentor is your guide and helper
- Remember to be proactive – request their help when you want it and keep them up to date with your progress
- Submit your 'Tracking Your Mentoring Journey' record by the end of the academic year to receive a Mentoring Certificate of Completion"





5 career myths

Myth 1: I've got to get my career choice right first time

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

Myth 2: There is only one perfect job for me

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

Myth 3: Everyone knows what they want except me

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.

Myth 4: If I wait long enough, my career will fall into place

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

Myth 5: I don't know anyone in the area I'm interested in

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.

EVOLVE

Taking Control of your Career

We know a lot has changed in recent times, and that any career plans you might have had could be looking quite uncertain right now. It might seem like everything is up in the air and out of control, but the good news is that there are things you can do now to take control of your career.

Whether you know what you want to do, or you have no idea where to start with career planning, we are online to help you to navigate your next steps. We have lots of resources and supports to help you on your way, have a look at some things you can do now.

Now is the time to **EVOLVE** with online support from Trinity Careers Service

E - Expand your connections

V - Values can lead the way. Know what is important to you

O - Online presence. Get your LinkedIn profile and CV ready and develop an online portfolio

L - Learn new skills. Plug the skills gaps between where you are now and where you want to be

V - Voice. Find and listen to your own voice

E - Employers are hiring. Be ready

<https://www.tcd.ie/Careers/students/evolve.php>



1. Clean up your act

CVs with no spelling mistakes. Social media accounts brimming with achievements and devoid of incriminating photos. A positive mental attitude. It all counts.

2. Stand out from the crowd

Employers receive hundreds of applications from excellent candidates with strong academic achievements – why are you different? What can you offer to this employer that others can't?

3. Research the company

Make sure you know about the company's clients, products and services as well as about their culture and values. Find one extra statistic about the company that other candidates might not know – and talk about it at interview.

4. Use your network

Ask people with industry experience for key insights and golden nuggets of information. Then show your interviewer you have current market knowledge.

5. Ask for feedback

There are many reasons why you won't get a role, but always ask for feedback so you can prepare better for the next interview. You'll gain honest and independent information about yourself as a candidate and about what employers look for in their new hires.

6. Ready and resilient

Show up on time, dress to company policy, prep for meetings, meet deadlines, ask questions. If you have a bad day, reflect on the experience but move on quickly and take with you what you learned.

7. Remember your Trinity graduate attributes

These are lifelong skills you have worked hard to attain at university. Keep them in mind and you'll always be successful.

7 ways to
prepare for
the world of
work



A high-angle photograph of two people sitting on a large, bright green cross-shaped cushion on a light-colored wooden floor. The person on the left is wearing a pink patterned shirt and blue jeans, with their head bowed. The person on the right is wearing an orange patterned top and white sandals, holding a notebook and pen. A third person's leg and foot are visible on the left edge of the frame.

FINDING WORK & MAKING APPLICATIONS



HOW TO FIND WORK



Becoming informed on your sector of interest and knowing which organisations recruit when is key to finding opportunities.

Being knowledgeable about the sectors in which you would like to work can increase your chances of finding opportunities. This section gives you a strong foundation from which to begin your job search.

Research 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 'What can I do with my degree' www.tcd.ie/Careers/students/options/what/index.php section offers information on the areas in which graduates of your discipline and course have been successful in the past.



Type of Events

Attend our sector specific Trinity Fairs (details on pages 9) and our employer led events to ensure you are meeting employers. These events provide a great opportunity for you to gain first-hand knowledge about companies and what they are looking for in prospective employees.

National and international employers attend virtually or physically and often give presentations to the university or local venues, 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.



Checklist for in person or virtual fairs

- Check MyCareer and the Trinity Careers Service website for up to date information on registering for Careers Fairs
- If it is a Virtual Fair, make sure you have a quiet, tidy and well lit space to use. Check that your camera and microphone are working properly.
- Introduce yourself and let the recruiters know you have researched the company.
- Ask questions e.g. requirements, closing dates, career progression opportunities.
- Tell them about your experience, skills and career aims.
- Thank recruiters for their time.

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. 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 in a company by taking the 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.



Networking

Networking is the most effective method for increasing your chances of finding work and is one of the most important career development activities in which you can engage. Some reports suggest that at least 60% of all jobs are found by networking. Check out our network of Trinity alumni who are happy to offer advice at www.trinity.aluminate.net/

What is networking?

Networking is not about asking for a job! It is about identifying and connecting with people who may be able to help you by sharing their insight, advice and experience. You might be able to return the favour by helping them in some way, or you could pay the favour forward by supporting a graduate in their early career once you have begun your own career.

By developing a strong professional network you will:

- Find out about opportunities that may not be advertised
- Acquire insider information on organisations and companies that will be invaluable during the application process.
- Make you and your aspirations known to as many people as possible so as to achieve your goals.



How to develop your network

You already have a network of people who potentially could help you.

- Your family and friends (and their family and friends)
- Your classmates (and their family and friends)
- Your lecturers, tutors and other college staff
- Trinity alumni (including the mentoring programme)
- Previous employers and work colleagues

When looking for work it is important that you let people know what you are hoping to do and

what you have to offer. If you want to find out about a particular sector but don't know anybody in that area, ask the people in your network if they know someone in the sector work who could be approached for advice. Once you are given a contact name, the next step usually involves either meeting the contact face to face to have an informal informational interview or exchanging emails with them.

In these situations it is not appropriate to ask someone directly for a job. Your aim should be to make a connection and get some helpful insights and information about their job and the sector they work in.

Where to find opportunities

- **MyCareer**
- gradireland.com
- [http://trinity.careergate.ie/International Opportunities](http://trinity.careergate.ie/InternationalOpportunities)
- www.irishjobs.ie
- LinkedIn
- 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 www.tcd.ie/Careers/students/options/what/index.php section for recruitment websites in your area of interest
- Keep up to date with news relating to your sectors of interest through newspapers, websites and social media.



Gain varied
work experience
while living
abroad

FINDING INTERNATIONAL WORK

As well as being lots of fun, 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. Find out what student societies such as IAESTE and AIESEC have to offer to help you access shortterm experience. In your final year, pay attention to graduate programmes offered by IBEC or Enterprise Ireland for example, which both have an emphasis on export marketing with the opportunity 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 the Jameson 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/).

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 resource with information on country-specific requirements and 'Trinity Career Gate' for international opportunities. 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 this 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 job opportunities 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.

You can develop many skills when living and working abroad, including intercultural awareness, planning and organisational skills, time and budgetary management, and independence

Volunteer overseas

Volunteering organisations still need support during the pandemic and post pandemic period so if within government restrictions, volunteering overseas during the summer can give you the opportunity to combine travel with giving back. There are still 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.

Useful websites to source international volunteering opportunities include:

www.idealist.org, www.devex.com and www.reliefweb.com

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



PERFECTING YOUR CV AND COVER LETTER

Book into one of our weekly
online CV Clinics! See **MyCareer**
for details



Your CV is your first point of contact with an employer, and it's important to make a positive first impression. Employers receive a high volume of applications, so their first job is often to find reasons to dismiss applications and have fewer applications to read through in detail. In a competitive market, your CV could be put into the “no” pile for reasons which may seem minor but are in fact incredibly important.

- Make sure that there are no spelling and grammar mistakes, and to spend time on the overall look of your CV so that it is easy for an employer to navigate. Misspelled words, poorly written content and an untidy layout all indicate a lack of attention to detail and professionalism.
- Take the time to go through your CV in detail and make sure it creates a positive impression. As it takes about 6 seconds for employers to decide whether they will look into your application further, you need to include your unique selling points on first page of your CV to attract employers' attention.

For those seeking a career in academia, teaching or research, possible headings may include postgraduate dissertation or research abstracts

What should you include in a CV?

An effective CV is one that showcases your skills, knowledge and experience that are relevant to the role. The following sections should be included:

PERSONAL DETAILS

Full name, current address, accessible contact number (usually your mobile number), a professional email address and your LinkedIn profile URL, or your Github if relevant.

CAREER OBJECTIVE / PERSONAL PROFILE (OPTIONAL)

In this section you should reference your relevant experience briefly including highlighting key skills, and confirm your interest in a particular job or employment sector. This section should not be more than 4 or 5 lines long.

SKILLS PROFILE (OPTIONAL)

Your skills profile should include a list of concrete skills, such as language or technical skills. Avoid listing generic skills such as team work and communication skills unless you also provide evidence of where these were developed.

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**.



Education and qualifications

- Your education should be presented in reverse-chronological order. If you are looking to show your in-depth knowledge about any particular subject, include your projects or thesis which evidence this
- Show your overall grades and the breakdown of subjects within your degree relevant to your application, but don't include all your subjects. List the four or five modules that are most relevant to the role
- Leave out your Junior Certificate
- Include your Leaving Certificate but do not include information about points achieved or individual subjects taken

Employment history

- Your experience should be presented in reverse-chronological order
- Where relevant, you can split your experience into 2 sections: Relevant Work Experience (highlight first) and Other Work Experience
- Include employment dates, your job title and the name of the organisation you worked for in each role
- Emphasise both what you have learned and how you have made a difference to your employer, and talk about achievements at the workplace. Quantify where possible e.g. "Taught English to groups of up to 25 adult learners"
- Emphasise the skills gained in each job and make it clear where you demonstrated these skills

Volunteering

- Your volunteering experience should be presented in reverse-chronological order
- Include dates you were involved, a role title, and the name of the organisation for each position
- Your experience whilst volunteering may not be directly related to your future job. If you have demonstrated transferrable skills in your volunteer work make sure to explain this, with supporting evidence

Interests and activities

Mention any positions of responsibility that you have held in societies or clubs in Trinity or in any outside organisations. Outline any tasks you undertook which provide evidence of skills development.

Referees

Get permission before you use someone as a referee. For jobs in the private sector you can include academic or work references. For postgraduate programmes you are likely to require two academic referees. Include their name, job title, employer and location.





Recipient's name and address. Try to find out the name of the person to send your letter to and avoid using 'Dear Sir or Madam'

Your name and contact details on the right hand side of the page. You can include your mobile number and email

Jane Anne Smith
46 Ballysimon Road
Dublin 6
Mobile: 085 231909
smith@tcd.ie

Use a heading. This makes it easier for the recipient to see straightaway what you are writing about. Include the full job title and vacancy reference number, if there is one advertised

Patricia Griffin
X Company
Cover Letter Street
Dublin

16th May 2018

Dear Ms Griffin,

Re: Audit Trainee Vacancy AT1903

Introduction to the role you are applying for

I am writing to express my interest in the role of Audit Trainee advertised on the X website. I am in my final year of a Mathematics degree at Trinity College and I am very keen to build a career in audit.

Demonstrate your enthusiasm and motivation by referring to what makes the company stand out, for example the company's expertise, company's culture, values etc.

My academic background in maths has equipped me with the analytical, numerical and critical thinking skills to carry out this type of work. I know from speaking with several of your employees at the TCD Careers Fair that you are looking for self-starters with leadership potential, and I believe I fit this criteria as I have taken the initiative in several group projects at Trinity. I have also gained practical experience during the summer as a Finance Intern in XX company which confirmed that this is the sector in which I want to build my career.

Talk about your experience and skills that are relevant to the role (check the job specification for required skills)

I am involved in the Maths Society in Trinity College Dublin as an Event Manager which has involved networking extensively to identify and secure suitable speakers for our society events. I believe these skills would be very useful when dealing with clients during the audit process.

I am interested in working at company XX because I know there is a lot to learn to become an audit professional and I know you offer excellent in-depth training and career development opportunities to your staff. I am also impressed by your corporate social responsibility strategy and the support you give to local community organisations whilst promoting team spirit within XX.

I would welcome the opportunity to discuss my application with you at interview. Please find attached my curriculum vitae.

Notes

Yours sincerely,

Jane Anne Smith

Use 'sincerely' when the letter is addressed to a named person. Use 'faithfully' if you have to use Sir or Madam.

Unless you are applying to a creative organisation, where a more creative and visually interesting approach may be used, your letter should be laid out in a business-like and formal manner.

Your covering letter should cover only one side of A4 paper. Do not include pictures, patterns or borders.

Covering letter

- Reasons for interest in job
- Highlights skills relevant to job
- Details relevance of academic background
- Positive and confident summary and ending
- Remember to sign the letter
- Demonstrates interest in the organisation

- www.tcd.ie/careers section on 'Job Search' and 'Applying for Jobs'
- Careers workshop on CVs
- Bring your updated CV or cover letter to a CV clinic to get some feedback
- gradireland.com
- Prospects (www.prospects.ac.uk)
- targetjobs.co.uk

Further information



SOME SAMPLE CV STYLES

Only your name and contact information should be provided. Do not include a photo, your age, date of birth, marital status or nationality unless the nature of the job requires this information and you are comfortable sharing this. Provide your up-to-date email address and include your LinkedIn account if it is well developed.

Jane Anne Smith

31 St. Anne's Grove, Blackrock, Co Dublin
janessmith@irelandmail.ie
085 728569
ie.linkedin.com/in/janessmith

Introduce yourself to the reader, refer to your relevant skills and specify why you are sending your CV. This section is optional and should not be more than 4 lines

Summary

An English, French and Spanish speaker with experience in customer service and relationship management developed in the retail and manufacturing sectors. Excellent leadership and organizational skills developed through involvement with sports and college societies. Looking for an opportunity to contribute to an FMCG company expanding in international markets.

Education

2014 - 2018

Bachelor of Arts in European Studies

The University of Dublin, Trinity College

Relevant Subjects:

French, Spanish, European History, Politics & Sociology
Expected Result 2.1

Results:

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.

Present information in reverse chronological order and specify a few of your modules if relevant to the role

2008-2014

Leaving Certificate

Cadbury College, Co Roscommon

Only include information about projects if relevant to the role

Can be separated into 'Relevant Work Experience' and 'Other Work Experience'

Employment History & Experience

Summer 2017

Production Operative Hewlett Packard

- Consistently met production targets and deadlines.
- Completed an analysis of rejected product for the Quality Control Manager, which resulted in a 7% improvement in quality levels.
- Entrusted with training new operatives within three weeks of starting the role.

Present information in reverse chronological order and include responsibilities. It is important to highlight skills to demonstrate our match with the job requirements

Summer 2015

Sales Assistant Tower Records

- Developed excellent customer service skills through interacting with clients.
- Accurately processed a high volume of payments
- Assisted the Store Manager with stock take and ordering goods

Summer 2014

Commercial Loans Clerk First Active

- Developed excellent customer service and telephone skills.

- Highlight your experience and activities
- Well designed, easy to read. Lots of white space makes it attractive
- Only subjects relevant to the job applied for are listed
- CVs get more attention when skills are described in action. Figures add credibility and show you are effective



SOME SAMPLE CV STYLES

Achievements

Academic

Awarded the scholarship for the "XX" nomination **2014**

Provide name and dates for awards, qualifications and competition. You can also categorise your achievements e.g. academic, sports, work

Extra-curricular Activities

2017-present

Secretary

Trinity College EUROPA Society

- Organise debates within and between universities.
- Promoted events at which high-profile international speakers presented.
- Ensure smooth running of up to 10 events a year within strict budget, which are regularly attended by up to 200 students.

Provide information in a reverse chronological order and emphasise skills you have developed.

2015-2017

Secretary

Trinity College Hockey Club

- Scheduled and organized the annual training sessions.
- Managed and organized 4 intervarsity competitions and many successful social functions.

Additional Skills

IT

Proficient at MS Office applications and Adobe Photoshop

Languages

Good written and spoken French

Highlight additional skills. Provide examples of where the skills were developed

Interests

Sports

Actively involved in hockey, demonstrating an ability to motivate team mates.

Emphasise any skills that you have gained, e.g. teamwork, leadership, organisational

Referees

Professor John Patrick Jones
Lecturer
Department of Hispanic Studies
Trinity College
Dublin 2

Mr. Paul McCormack
Operations Manager
Hewlett-Packard
Liffey Park Campus
Co Kildare

Include 2 references. If you run out of space, you can say 'Available upon request' instead.

- 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 can I tell them to show that I am what they are looking for?'

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 and the Trinity Alumni Online Mentoring platform 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. 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.



Employers are interested in hard evidence to back up your application

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.

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.



YOUR PROFESSIONAL ONLINE PRESENCE

More than ever now, the world is working online, your online presence matters!



Professional online presence

Social media and the global pandemic has rapidly changing the way students look for work. Businesses are increasingly looking up candidates online at various stages in the recruitment cycle, so it's a good idea to spend some time working on your online presence.

Why social media matters in your job hunt

Social media offers great opportunities to show where your interests lie and display your career focus. Many employers are too busy to look up every candidate, but a growing number of employers do look up prospective employees online, before meeting someone for interview or before offering someone a job. Even once you have got to the stage where you have secured a new role, your new colleagues might look you up online to get a sense of who the new team member will be.

For all of these reasons, and many more, it's important to manage your online profiles so that you can put your best foot forward at all stages of the job search and hiring process. From carefully guarding your posts right through to creating dynamic online profiles that paint a professional picture of you, there are many ways in which you can make sure that your online presence works for you.

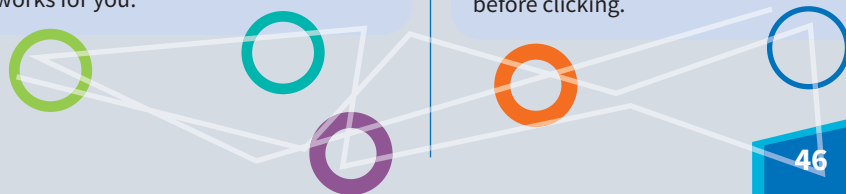
Manage your digital footprint

You've probably heard this many times before, but it's so important to be mindful of the photographs and text that you share online. At the very least, take a look at any existing social media profiles you might have, and think about what message they send to employers.

Put your name into a search engine and see what results come up – is there anything you wouldn't want an employer to see?

- Take control of your online presence by spending some time reviewing and, where necessary, improving the privacy of your Facebook profile, so that employers can't read any posts that might undermine your professional image.
- Do also check the privacy settings on photographs and ensure that nothing incriminating is in the public sphere.
- If you're on Twitter, read through your tweets and consider deleting any that might create a negative impression.

Whichever online platform you use, be it blogging or Instagram or an online forum, always think before hitting "post". If you suspect that the item you're about to share could be a bit too edgy for some employers' tastes, think twice before clicking.





Take it up a notch – get LinkedIn

Now that you've done some work to prevent any dodgy posts from going against you, it would be useful to proactively manage your online profiles in a way that enhances your job search. One platform which is worth investigating is LinkedIn. Although it was once seen as the preserve of mid-career professionals, students and graduates are joining LinkedIn in large numbers. This is because it can help with your job hunt in many ways, including:

- It's a great way to keep track of your network
- It allows you to showcase your skills and experience to employers
- Search for jobs and save your preferred job choices for future search
- The Groups and news features can help to keep you up to date with the industries in which you're interested
- It is effectively a database showing the career paths of hundreds of millions of professionals worldwide. This makes it a powerful career research tool.

LINKEDIN PERFECTING YOUR PROFILE



Developing 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.



Check out our new
'Shortlist.me' online
video tool to hone your
interviewing skills!

PREPARING FOR INTERVIEW

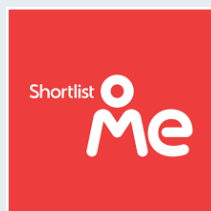


DIFFERENT TYPES OF INTERVIEWS

WHAT TO EXPECT

If the interview is audio only this allows 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.

Practice makes perfect and here at the Trinity Careers Service we are delighted to provide our students with the **Shortlist.me** online interview practice tool. To access this tool, **Shortlist.me**, just logon to **MyCareer**.



Due to the global pandemic, an increasing number of employers are using video or telephone interviews, particularly for preselection purposes.

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 to a series of assessment processes over a period of time. If the organisation is using Video Interviewing Software, they will 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.

If you are being interviewed by a person or people from the organisation, 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.



ASSESSMENT PSYCHOMETRIC TESTING



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.

Assessment centres

Many organisations have moved to Online Assessment Centres. They involve a series of assessment activities designed to allow you to demonstrate that you possess the competencies required for the role. Many of the activities are based on realistic work scenarios.

Assessment centres typically last a full day and are a mixture of individual and group-based activities. You will be assessed on your contribution to these activities.

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, log on to **MyCareer**.

Further information

- 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
- www.tcd.ie/careers See advice and testing on Interviews and Assessment Centres or more information about the types of activities at an assessment centre
- **Shortlist.me** – Practice Video Interviewing Tool.
- 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

TOP

TIPS FOR INTERVIEWS

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, check out our virtual tool, Shortlistme on MyCareer or book a practice interview with a Career Consultant, view availability on MyCareer.



Be Early

Have all your equipment (laptop, camera, microphone) set up and tested ahead of time. It will mean you are not stressed and therefore help you to make a good impression. Or if the Interview is in person, give yourself plenty of time to arrive early



Switch your phone off



Smile

As soon as the interview starts give people a warm smile and full eye contact. It also conveys enthusiasm at interview.



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.



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.



Body Language

Be confident and open in your posture – no crossed arms or slouched shoulders!



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.



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.



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!



BECOMING THE **STAR** CANDIDATE

A useful framework to help you with answering competency questions at interview is the STAR approach

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?

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!

Having a number of these 'STAR' examples going into the interview, each one showing off a different competency will really show off your skills. Have one prepared for each competency you think is appropriate to the job you applying for, e.g. teamwork, communication etc.



POSTGRADUATE STUDY AND RESEARCH







POSTGRADUATE STUDY AND RESEARCH



Postgraduate study is a popular choice for Trinity students. It's a good idea to think about it in 3rd year as some applications and deadlines hit in Autumn of final year. **Is postgraduate study for you?**

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

- Continue studying a topic of interest.
- Develop specific skills to enable movement in a new career direction, for example a science or arts graduate wishing to work in business or computing.
- A prerequisite for specific types of work, such as teaching or law.

Here to help

The Careers Service is here to help with information on awards to fund postgraduate research, information on courses available and postgraduate study events throughout the year.

Considerations

- **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. In the majority of cases, funding goes to those with the best academic record.
- **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.
- **Mode of 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.

Courses and funding in Ireland and UK

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.nidirect.gov.uk Northern Ireland Government Services
- www.ukri.org - UK Research and Innovation
- www.gov.uk – UK government information on student finance.

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 tips on Personal Statement, see www.tcd.ie/careers.

Some programmes, for example the courses in the US 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, LL.M

Teaching mode Taught courses with a research dissertation

Normal entry

requirements Honours 2.1 primary degree (2.2 is often 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 (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

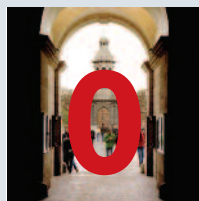
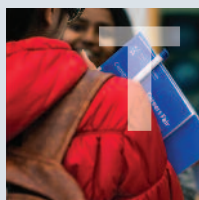
Teaching mode Taught – often using problem-based learning

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





NEXT STEPS

Study in Europe

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

- <http://ec.europa.eu/youreurope/citizens/education/university> European Union website with links to fees, financial help and courses.
- 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

Next Steps

- Decide between a postgraduate diploma, taught masters, research masters, doctorate or graduate entry programme – what is your requirement?
- Seek advice from careers and academic staff and talk to existing postgraduate students. Don't drift into further study.
- 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.

- Careers Service
www.tcd.ie/careers/students/advice/postgraduate_study.php
- Careers education workshops
- GradIreland Fair
- Meet with your Careers Consultant to explore your options, discuss applications, etc.
- Overview of financial assistance at www.studentfinance.ie

For information and advice on all aspects of postgraduate study, see gradireland.com/further-study

Further information

- www.tcd.ie/careers – provides links to the main graduate websites, funding sources and portals
- www.tcd.ie/graduatestudies – information on postgraduate study here at Trinity



PERSONAL STATEMENTS FOR FURTHER STUDY 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 that are likely to be included.

- 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 your 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.

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





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?

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)?
- What am I most proud of?
- Provide supporting evidence of such achievements
- Describe some difficulty(ies) that you have overcome and what you have learned from them

The future

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

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?

Evidence of

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

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



YOUR PHD WHAT NEXT?

Learn to
articulate the
extra skills you
possess



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.iaa.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.



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 our new innovative PhD module, (see pg 19 for further details), 'Planning & Managing your Research & your Career' credit bearing skills module or make an appointment with your Careers Consultant to discuss your individual plans.

Further information

- www.tcd.ie/careers/ students-postgraduate focus section
- jobsontost.com- learn how to market yourself for careers beyond academia
- fromphdtolife.com- careers advice from PhD graduates for PhD students
- phdsatwork.com/ a network for professionals with PhDs working across industries





Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

What do
Trinity graduates do?

WHAT DO TRINITY GRADUATES DO?





During your time as a Trinity student, you'll get the chance to develop skills and attributes that will help you **to succeed in your future career.**





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.

Director of Careers at Trinity, Orla Bannon

"Trinity graduates continue to be highly employable and successful in their chosen careers. During their time at Trinity, students get the opportunity to develop employability skills that allow them to succeed not just in their careers but in their future lives as individuals and members of a global society."

"We work to continuously develop innovative ways for students to improve their career readiness and the Trinity Employability Award, run in partnership with employers, is a good example of this."

Graduate employment

Trinity graduates are among the most employable in the world according to the QS World University Rankings for Graduate Employability 2020, with Trinity among the top 18% universities globally. Trinity is ranked 32nd highest in the world for producing highly successful, creative and world-changing graduates, attributes that are fostered throughout the Trinity education.

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 Service Events pages for specific dates.

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. Use Trinity Alumni Online to look at what others have done and ask for advice.

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. Making contact with as many people as possible in your sector of interest will reap rewards.

“A unique opportunity for you the student to learn about professional life in a broad range of sectors”

The screenshot shows the Trinity College Dublin LinkedIn page. At the top, there's a navigation bar with 'Home', 'Notables', 'Students & Alumni', and 'Recommendations'. Below this, a large banner image of the college's main entrance is displayed. To the right of the banner, a blue box asks 'Trinity College Dublin is here. Are you?' with a 'Join now' button. Below the banner, there's a section titled 'Explore Careers of 56,915+ Alumni' which includes two bar charts: 'Where they work' and 'What they do'. The 'Where they work' chart shows Google (225), IBM (225), and Amazon (225). The 'What they do' chart shows Education (4,585), Research (4,587), and Engineering (2,742). To the right of these charts, there's a 'Notable alumni' section featuring a profile for David McWilliams, an Economist at GlobalVox360.com, with a 'See all' link. At the bottom, there's a 'General Information' section and a 'Introducing LinkedIn for Education' banner.

“ 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.



Demilade Adeniran, Trinity Undergraduate

Q: How did you get your internship? (and was it before or during the pandemic)

I got my internship in the Optum Ireland (UnitedHealth Group) legal team during the pandemic. I saw the internship advertised on LinkedIn. The process involved an application form, sharing my CV, a pre-recorded video interview and a live virtual interview.

Q: Was this internship virtual or in person and how did you manage the changes and logistics due to the pandemic?

The internship was remote for 7 out of the 8 weeks as everybody in the office was working from home. I was the sole intern in the legal team, The office opened back up again during the last week of my internship and I was one of the two people from my team allocated seats back in the office. To facilitate working from home, I was delivered a company laptop, headset, keyboard and other accessories.

Q: How did you feel during the internship and what were the challenges you faced?

I felt very supported during the internship as my team had virtual coffee mornings three times a week and a quiz on a Friday evening. People were very happy to text each other on the company's instant messaging platform of choice - "Jabber" throughout the day to answer queries or check in on one another. Whenever I was assigned a task as part of my internship, I was often given a video call where the task was thoroughly explained beforehand. I was also regularly given a

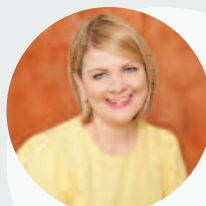
background to any meetings I was invited to. Video were set up between me and several company employees throughout the internship. From senior project managers to a legal intern in America. Any challenges or concerns I had, I was made comfortable to share them with members of my team.

Q: Do you think it was worthwhile and what did you gain from it?

Yes, I definitely think the internship was worthwhile. It gave me the opportunity to experience what it is like to work from home. It also impressed upon me the importance to reaching out to other people for help when necessary, as unlike in an office setting, it may not be immediately obvious to others that you are struggling. My team very helpfully gave me learning sessions on various areas of law, this was beneficial in building my knowledge on areas of law both in theory and practice. I was offered the internship while in first year despite it being targeted at 3rd/4th year students so I was able to challenge myself to do work at a very high level. It gave me the ability to better to determine whether a career practicing law is for me and be exposed me to different areas I might be interested in such as tax.

Q: Are you planning on seeking any more internships?

Yes, I'm hoping to get internships in business (consulting), in law, in career consultancy and try internships abroad too.



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 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



Eimear Ní Bhroin - Language Affairs Officer European Commission

Mo shaol oibre go dtí seo

Toisc an-spéis a bheith agam i dteangacha, sa pholaitíocht agus sa stair, roghnaigh mé an Léann Eorpach i gColáiste na Tríonóide mar bhunchéim. Bhí rogha an-leathan ábhar ar fáil dúinn sa chúrsa agus creidim fós gur fhoghlaím mé conas déileáil le hiliomad spriocanna ag an am céanna (lámhchleasaíocht i ndáiríre!) i rith an ama sin.

Bhí an t-ádh liom gur chaith mé bliain do-chreidte (cé go raibh sé ana-dhian!) ar Erasmus i Sciences-Po i bPáras agus gur chaith mé samhraí sa Ghearmáin agus sa bhFrainc ag obair agus ag cur snas ar mo chuid teangacha. Dhein mé Máistreacht i gCaidrimh Idirnáisiúnta in Ollscoil Chathair Bhaile Átha Cliath agus ansan chaith mé seal i Guatemala ag obair agus ag foghlaim Spáinnise.

Tá seansanna iontacha faighte agam ó d'fhág mé Coláiste na Tríonóide – formhór acu sin toisc an cur amach atá agam ar theangacha. D'oibrigh mé i nGluaiseacht na hEorpa i mBaile Átha Cliath

ar feadh cúpla bliain agus ansan in Ambasad Mhálta, ach is i 2006 a thosaigh mé ag obair i bParlaimint na hEorpa. Táim ag obair do institiúidí an Aontais Eorpaigh ó shin – idir obair leis na meáin, obair ar churaisí polaitíochta agus anois, ag iarraidh Éireannaigh a spreagadh chun cloí le teangacha a fhoghlaím agus cur isteach ar ghairmeacha cosúil le mo cheann fein!

Comhairle

Molaimse daoibh cloí leis na hábhair go bhfuil spéis agaibh iontu agus gach cineál taithí oibre a lorg (ach go háirithe 'fhad is atá bhur gcuid samhraí saor agaibh!) chun tuairim éigin a thabhairt daoibh féin cad a oirfidh daoibh amach anseo. Ní chaithfidh sibh gach freagra a bheith agaibh ar lá bronnta na gcéimeanna, ach ní mór daoibh glacadh leis an dúshlán dul amach sa saol agus a oibriú amach cad iad na scileanna atá foghlamtha agaibh agus cad iad na rudáí is mó go bhfuil spéis agaibh iontu. Is ansan go mbeidh sibh in ánn a oibriú amach cad é an jab a bheidh mar sprioc agaibh agus dul sa tóir air!



David Lowry - Senior Tax Accountant at Fenergo

My first foray into the professional world began between my third and fourth year of college, when I did a three month summer internship in KPMG's corporate tax department. I applied for internships in all four of the "Big 4", but admittedly didn't really know what they did! I just knew my peers were active applying for internships at the time, and with just one more year left in college I was eager to get some professional experience on my CV. In the end, I really enjoyed my internship, and was fortunate to be invited to come back to their graduate program after I finished my degree.

It was not easy – many late nights working to deadlines, on top of studying for my accountancy and tax qualifications. But the supports they gave me were strong, and the experience I gained from the clients I worked with gave me a much deeper understanding of the business world. I have since gone on to join the finance department of a fast growing Irish fintech company. Being in a less structured and fast-changing environment has brought a different set of challenges, but it's exciting to be a part of the journey.



Tara Gallagher – Policy Analyst & Researcher

What's your career story so far?

I graduated from Sociology and Social Policy in Trinity in 2015. I really loved my course. When I was younger I wanted to study journalism or psychology, I was interested in so many things and was confused about choosing a career. When I read about Social Science, it felt right for me as everything I was interested in centred on human behaviour in a way. I did a master's degree in Public Policy and after a couple of internships, I completed a European Traineeship at the Economic and Social Committee in Brussels. I'm currently working as a policy analyst and researcher in Dublin. My work blends my love of analysis and writing. At 26, I'm still learning a lot and I see myself studying or working in other related fields in the future.

What do you think helped you make decisions?

A lot of research, talking to different people whose work interested me, online career assessments and reading coaching books or articles regularly. I recommend Arianna Huffington's Thrive Global and author/speaker Mel Robbins.

Any advice for current students?

Follow your intuition and natural strengths when it comes to careers and jobs in general. Even years after graduating, it's easy to be confused about careers as you don't fully know what everything is like until you're working. Once you're in the workplace, start doing a mental "audit" of what you enjoy and what you don't enjoy about your work. Then gradually gravitate towards the things that energise you. Consider your personal values and needs when it comes to careers. Ideally, the work should fit you well as a person.

The labour market has changed rapidly in recent years, so don't feel disheartened if family or friends don't understand your career choices. Choose something you're interested in and feel strongly about and you'll never go wrong. Don't put pressure on yourself to have things "figured out" by a certain age because careers are no longer a linear path. Embrace the many varied possibilities and enjoy the journey!





Nadine Souto Rodríguez – Consultant

United Nations Environment Programme

I moved to Ireland in 2016 to pursue the Masters in Development Practice (MDP) at Trinity, a two-year multidisciplinary programme in international sustainable development. As the name suggests, the programme places great emphasis on hands-on practical experience and includes three work-based placements as well as a dissertation. While I really enjoyed the diversity of courses and trainings offered, it was through the placements that I really got to zero in on my main area of interest: the environmental and natural resource implications of sustainable development.

The first two placements were facilitated by the MDP – I worked with Oxfam Ireland on climate change resilience in Sub-Saharan Africa for my first internship and later spent 10 weeks in Uganda doing primary research in wetland management and policy.

For my last placement, which I had to find on my own, I spent six months as an intern at the United Nations Environment Programme headquarters in Nairobi, Kenya. I never thought I'd work for the UN, and it might never have happened if not for the support provided by the MDP: logistical and financial backing, substantive career advice as well as much-needed encouragement when things weren't

going according to plan (it took me several months to even get an interview!) The internship itself was a very positive experience: I honed important skills in project management and got to see how a multilateral organization works from the inside. When offered the chance to stay on after the internship as a consultant, I did not think twice.

Through the MDP placements, I had the opportunity to explore different types of work and work environments and bulk up my CV with experiences highly relevant to my professional aspirations. I was also fortunate to meet some great mentors, both within the MDP programme and in the host organizations. My advice to current students is to make the most of the resources Trinity puts at your disposal: talk to your Careers Consultants, reach out to alumni, ask your lecturers to write recommendations and exchange cover letters with your classmates. Their advice might just land you your dream job.

Timeline:

2017 – Oxfam Ireland placement

2017 – Field research in Uganda

2018 – Intern at UN Environment

2019 – Contractor with UN Environment



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Employers



EM

PLOYERS





WORKING WITH EMPLOYERS

In partnership with employers

The Trinity Careers Service engages with employers across all employment sectors. We work with organisations of every size from SMEs, spin-outs and start-ups to global multinational businesses.

These relationships are vital in helping us bring world-class careers opportunities to students, and our work with employers enables us to:

- Host amazing careers events for students, online and on campus
- Develop cutting-edge careers programmes, e.g. Employability Awards
- Embed career development opportunities in the curriculum
- Create workplace internships, placements and exchanges
- Prepare future-ready students for 21st century workplaces



Connecting students with employers

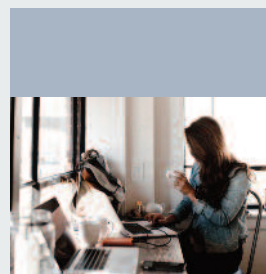
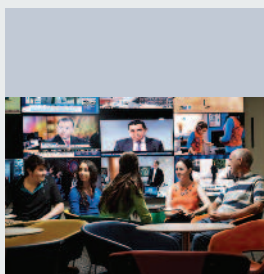
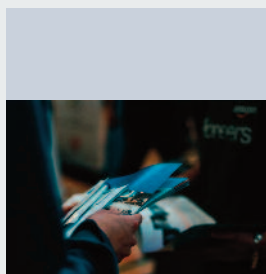
By the end of your studies at Trinity you will have developed a set of skills, experience and knowledge that is recognised by employers the world over, making Trinity graduates highly sought after in the job market. To develop career-readiness, we work with employers to bring quality opportunities to students throughout the study cycle. You can access these opportunities through:

- **MyCareer**, your one-stop-shop for jobs, internships, and competitions
- The Trinity Careers website, packed with career prep resources
- On and off campus events (Careers Fairs, presentations, information stands & more)
- Emails tailored to your career interests – directly to your inbox!
- Trinity's alumni network, by attending mentoring events and reading graduate profiles
- Participate in the Trinity Employability Award with partner employers



GRADUATE PROGRAMMES: A GREAT WAY TO KICK-START YOUR CAREER

Ireland is home to many leading multinational and local companies across a broad range of sectors. **Many global technology, engineering, business, pharmaceutical and medical devices companies are based here in Dublin - we also have a vibrant arts and creative scene. The Trinity Careers Service** can help you link with those companies who are looking to hire Trinity graduates through our careers fairs and events which we hold throughout the year.



Graduate programmes can be an excellent option when making the transition from university to a work environment. They are often open to students of any discipline and offer competitive salaries and department rotations. You'll access a great range of opportunities, from on-the-job training and skills development to networking with industry leaders. Many programmes offer teambuilding activities and volunteering days to create stronger teams and give back to the community. Be prepared to have a very active social life!

With so many great graduate programmes to choose from, it makes sense to put time and effort into finding an employer whose industry, work and values resonate with your career goals and aspirations. You can find details of graduate programmes by logging on to **MyCareer**, and through speaking directly with employers at our Careers Fairs and Events.

“Trinity students and graduates continue to be highly employable and successful in their chosen careers. During their time in Trinity, they get the opportunity to develop key employability skills that allow them to succeed not just in their careers but in their future lives as individuals and members of society.”

MyCareer

mycareerconnect.tcd.ie



