



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

Trinity Careers Service

YOUR GUIDE TO WORK & OPPORTUNITIES

Top Tips



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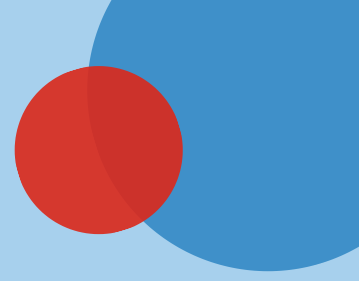
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Start your journey now!

➤ INTRODUCTION

★ What You Need to Know

Looking for your next job or internship but not sure where to start? This guide is here to help you, whether you are in the middle of your studies or preparing to leave Trinity.

Inside, you will find **everything you need to help you explore opportunities that fit your needs** – whether you are interested in internships, graduate programmes, part-time work, working abroad, or even starting your own business.



➤ WHERE TO FIND JOBS & WORK OPPORTUNITIES

★ MyCareer: Your Careers Portal

MyCareer is Trinity's one-stop platform for job opportunities, including internships, part-time roles, graduate programmes, and more. It is the central hub for managing your career development while at TCD.

Click here to log into MyCareer



Key features of MyCareer:

- Access to **job listings tailored to your degree and interests**
- Set up **job alerts** so you're notified when new roles are posted
- Filter jobs by **sector, job type and sustainably-focus**
- Register for **employer events** and **career fairs** to meet employers
- Book a **CV or LinkedIn review** with a trained advisor
- Book your **1-1 careers appointment** to help you explore career paths

Careers Fairs

Careers Fairs are a great way to take the **first step in looking for a job**. Meet real employers, ask questions, and discover opportunities you may not have considered – whether it's an internship, graduate programme or just discovering more about an organisation.



RESOURCES

Discover upcoming Trinity Careers Fairs on our website:



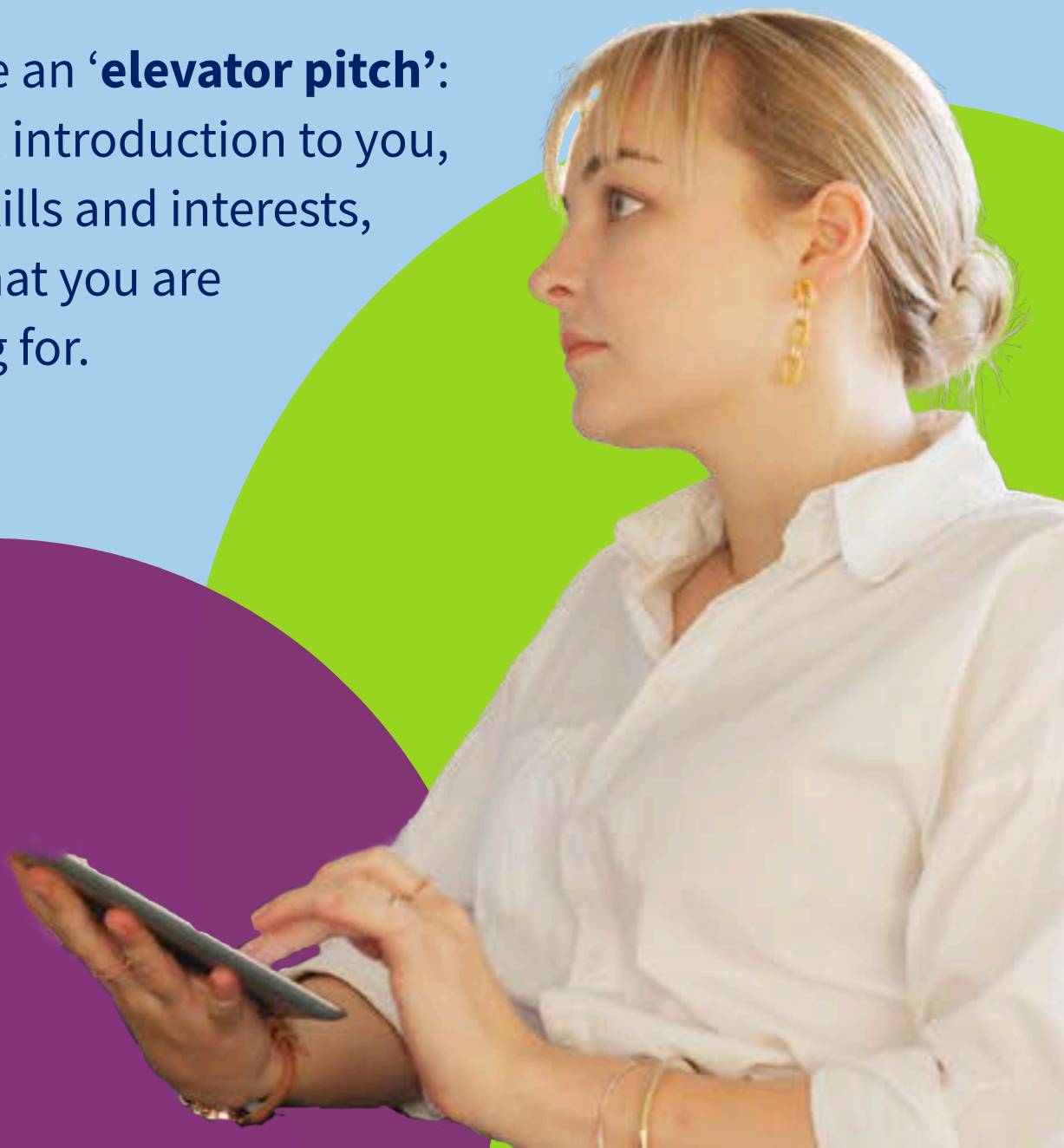
Check out our handy Careers Fair worksheet to help you prepare:



You don't need to have everything figured out, just bring your curiosity and questions!

★ Top tips when attending a Careers Fair

- **Register in advance on MyCareer** so you can view digital employer stands and updates.
- Do some research so you can **prepare questions** and find out if there working culture is a good fit for you,
- **Keep an open mind.** It might surprise you that tech firms need language graduates, pharma companies need computer science graduates, and some employers will hire you no matter what discipline you are in!
- Prepare an **‘elevator pitch’**: a quick introduction to you, your skills and interests, and what you are looking for.



★ Trinity Career Skills Award

Want to stand out to employers and feel more confident in your skills? **The Career Skills Award** is a **flexible** way to **build your experience, connect with employers** and reflect on what you have learnt – while still allowing you **time to focus on your studies.**



★ What you get from the Award

The Trinity Career Skill Award lets you:

- **Meet employers** through exclusive events
- Support to **understand and reflect on your own skills and experiences**
- **Gain recognition** for what you have done outside the classroom



Trinity Career Skills Award

We have designed this Award to be **easily completed alongside your studies. It's flexible, and it can be completed in your own time** throughout the year.

Register for the Career Skills Award on MyCareer by clicking the icon below.



★ Sector-Specific Opportunities Guide

Do you know what **sector or industry** you'd like to **pursue** but **don't know where to begin your job search**? Or perhaps you'd just like to explore a range of ideas.

A series of job and opportunity guides have been **developed by Trinity students for Trinity students and graduates** to help your career journey.



★ LinkedIn and Trinity Alumni

LinkedIn is a powerful tool for **job searching**, **networking**, and **showcasing your professional profile**.

You can use LinkedIn to:

- **Find jobs and internships** matched to your interests
- **Connect with Trinity alumni** – see where they work and how they got there
- **Follow companies** to hear about industry news and job openings
- Join Trinity's LinkedIn alumni group to grow your network



TIPS

- **Keep your profile updated.** Create a strong headline that reflects your degree, interests or career goals
- Add a clear **professional photograph**
- **Use keywords** so you show up in searches
- **Share your achievements**, get involved in conversations and follow topics that interest you

Want help getting started? Register for Trinity's LinkedIn Profile review through **MyCareer** by clicking the link icon.



➤ TYPES OF WORK AND OPPORTUNITIES

★ Summer Internships

Internships are **valuable opportunities** to gain hands-on **experience** in your field of interest. The key is to **start your search early** and **tailor your applications to each opportunity**.

- Most internships offer training to help you get up and running. You are generally **given responsibility** for a specific project, and may even present the results
- Positions are generally **advertised between October and March**. Closing dates are often early in the academic year, some as early as December.
- **Most internships are targeted at Junior Sophisters** but occasionally applications may be accepted from students of other years. Students from **ALL disciplines** are invited to apply to most internships.

★ Graduate Programmes

Graduate programmes are **structured training schemes** – usually with big employers – that help you **build skills and experience over 1-3 years**. You may get to rotate between departments, get mentorship and even work towards a qualification. They are most common in sectors such as **finance, consulting, engineering, technology**, and the **public service**.

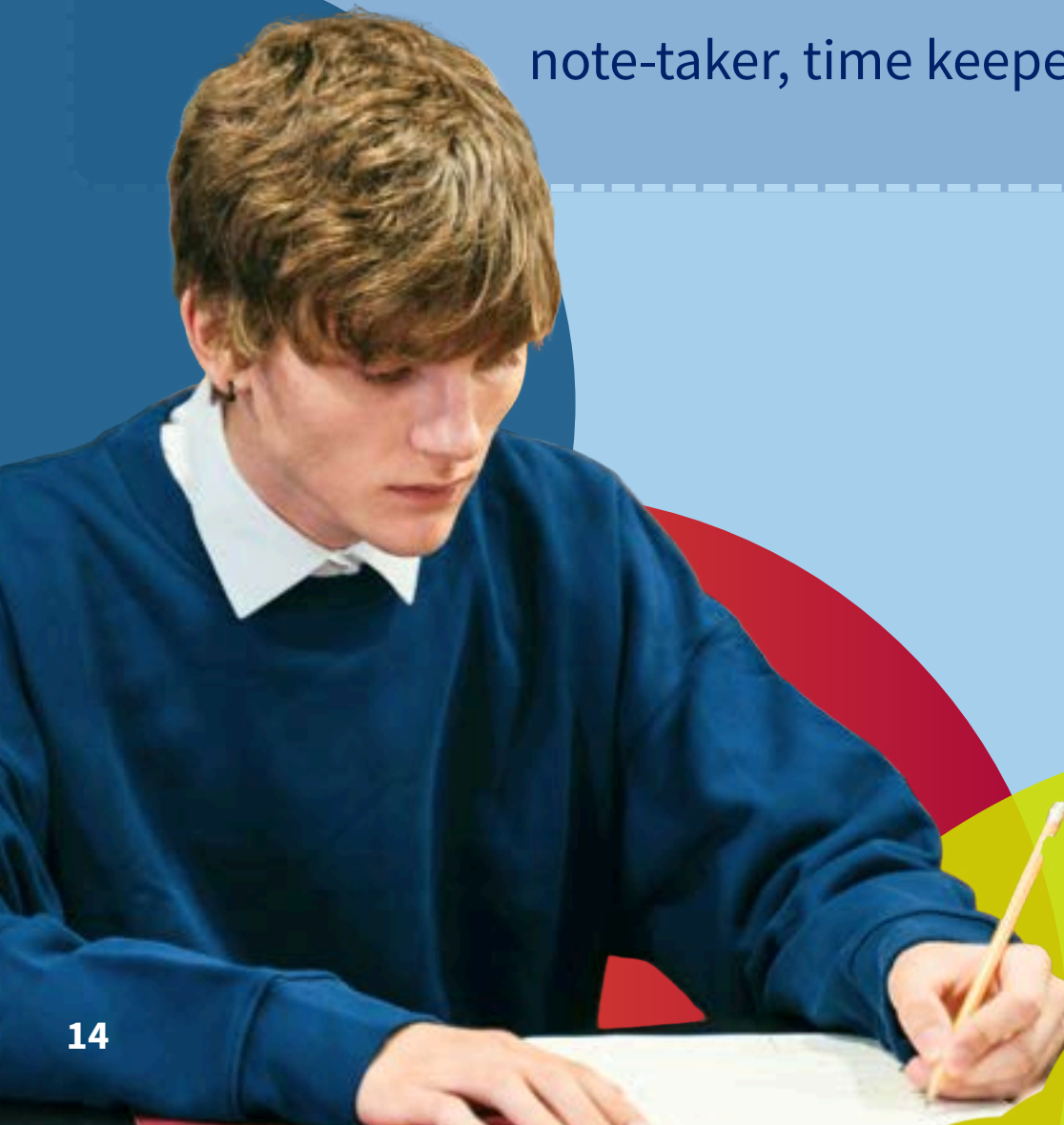
Most companies will advertise on **My Career** and will have a presence at one of our **Career Fairs** as well as at the **GradIreland careers fairs** that take place in Michaelmas Term.



★ Graduate Programmes

TIPS

- Applications open early = **start researching in your penultimate year**
- **Tailor your CV and cover letter** – make them specific to each role
- **Practice for psychometric tests and interviews**
 - most graduate schemes use them e.g. note-taker, time keeper.



★ Graduate Roles/Entry-level Jobs

Not every graduate job is part of a formal programme.

Many graduates start their working life in smaller companies or startups where you can get broader exposure and more **hands-on experience**. These opportunities are **advertised at all times of year**, according to when a company needs new staff.

Employers look to fill these vacancies quickly, **so you can apply for these roles towards the end of, or after your studies.**



★ **Traineeships**

Traineeships are more structured entry routes into careers like **law, EU institutions, legal firms and chambers, NGOs and international organisations.**

These roles often have clear learning goals and offer pathways into **full-time work.**

★ **Spring Weeks**

If you are a **Senior Freshman** student and interested in a career in **Finance** or **Consultancy**, look out for **Spring Weeks – short internships, usually in the UK, that give early exposure to big firms.** Spring Weeks often lead to **internships** which lead to **graduate jobs** so it's worth applying if you are curious about the sector.



★ Academic/Research Jobs

If you are interested in a **career in Higher Education**, there are many ways to get involved. Apply for **Summer Research Assistant** roles – often available through individual university departments. Check listings for **PhDs, PostDocs** and **academic jobs** on specialist websites. Reach out to **Academics in Trinity** or elsewhere, many research roles are **informal** or not advertised. Many undergrad research roles are supported by organisations like : **The Health Research Board** (Ireland), **The Genetics Society** (UK), or **The Society for General Microbiology** (UK).



★ Useful Academic Jobs Boards

Click the icons below to look at the different resources.

- **Recruiters | University Vacancies Ireland**



- **Jobs | Job Search | Job Vacancies on jobs.ac.uk**



- **University & Academic Jobs | THEunijobs**



- **HigherEdJobs - Jobs in Higher Education**



- **Jobs in Ireland - Best jobs Ireland has to offer | IrishJobs.ie**



➤ WORKING ABROAD

★ Resources

Working abroad isn't just exciting, it can give you valuable **international experience**, fresh perspectives and **skills that really stand out on a CV**. There are several organisations and tools to help your search:

- **BUNAC** offers programmes such as Summer Camp USA, KAMP USA and Work Canada.
- **Erasmus+**
- **Trinity** supports placements and internships abroad through this EU programme
- **Euractiv**, **Graduateland**, and **GoinGlobal** are great for job listings and help with visa advice



★ Planning Tips For Working Abroad

TIPS

Trinity Global Room and the **Careers Service** can help guide your preparation. But here are some considerations:

- **Research visa rules, work permits** and **application deadlines** for your destination. Embassy websites are a good place to start
- Check the **Department of Foreign Affairs** for advice on **passports, destination advice, visas, insurance, vaccinations** and **embassy contact details**
- Arrange your own **travel insurance** for the entire duration of your stay abroad. You may need specific **workplace insurance** as not all policies cover internships or jobs.

★ Internships In Europe

Undertaking an internship in Europe may require some **legal documentation** to be completed in advance, e.g. **Convention de Stage** (France) or **Convenio de Colaboración** (Spain). These agreements should be signed by:

- The Internship Provider
- Trinity
- You

IMPORTANT! The Careers Service can only sign Convention De Stage Agreements for current registered students and only until the end of September in your final year.

Visit the Trinity Career Service website for detailed guidelines and official documents



★ Erasmus+ Traineeship Programme

Erasmus+ traineeship programme supports internships or work placements for students **currently enrolled in Trinity** and for **recent graduates**. Students can source their own traineeship abroad in an **Erasmus+ Programme country**.

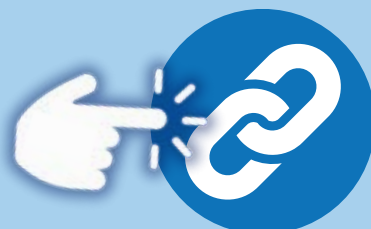
A Learning Agreement must be signed in advance by the relevant Departmental Erasmus Co-ordinator and the Trinity Erasmus Officer. Contact **erasmus@tcd.ie** for further information.

Find out more about the **Erasmus+ Traineeship** and the opportunities to be an **Erasmus Intern** by clicking the respective icons below:

Erasmus+ Traineeship



Erasmus Intern

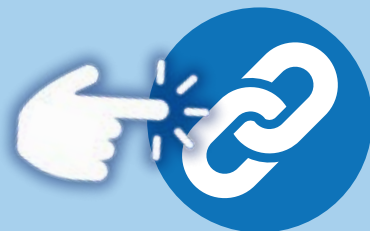


★ EU Careers

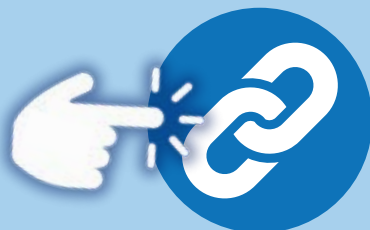
Exciting opportunities exist across the **EU institutions and agencies**. Most of these positions require a high level of **proficiency in two or more languages**, and there are opportunities for **Irish-language speakers**. Check out the **European Personnel Selection Office (EPSO)** site for information on how to apply for **permanent** and for **temporary/internship** positions.

European Movement Ireland (EMI) also publishes **The Green Book**, a guide designed for Irish applicants. **Worth a read!** Click the respective icons below to learn more.

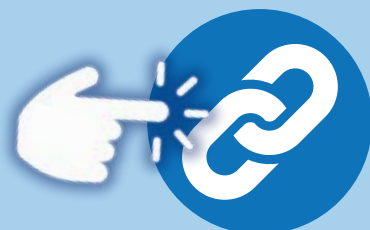
**European Personnel
Selection Office (EPSO)**



**European Movement
Ireland (EMI)**



The Green Book



Teaching English

Teaching English is a great way to live and work in another country. There are **2 main ways of going about this**:

1. TESOL (Teaching English to Speakers of Other Languages)

- Usually requires a **teaching certificate**
- The Cambridge **CELTA** is the most recognised **qualification**
- Check the **GradIreland TEFL page** for training options

2. Language Assistant Programmes

- Typically **don't require a qualification**, just a **degree** and **native english speaker**
- Popular options are **JET Programme** and **British Council English Language Assistant Programme**

➤ OTHER PATHWAYS

★ Student Entrepreneurship

Trinity College Dublin offers a **vibrant ecosystem for student entrepreneurs**. Whether you have a business idea or want to join a startup, **there are resources to support you**.

Portal's talent development programmes are designed to help organisations and individuals develop new thinking and practice, **to shape their future and recognise the opportunities therein**. We offer **open courses, in-house training, masterclasses, summer schools and boot-camps** in the areas of creativity, innovation, design skills and **corporate entrepreneurship**.

**Explore Portal By
Clicking Here!**



★ The Hidden Jobs Market

Many jobs are **never advertised**. Some of the reasons for this include:

- Companies already have a **bank of suitable candidates** who have speculatively applied to the company
- Many companies use **existing employee referrals to fill roles**
- Potential employees are targeted using **LinkedIn** or other social media.

This can impact how you plan and job search so you are putting yourself in a position to **be considered** for these unadvertised jobs.



Speculative Applications

You can send job applications directly to a company even when they haven't advertised a role.

Here are some tips around speculative applications:

TIPS

- Research the company and **identify the person within that organisation who would be the best point of contact.**
- Think about how you could **add value** to the organisation
- In your cover letter outline **why you are interested in working (for them) and why you feel that you would be a good fit** for that organisation.
- Highlight your **skills and experience** and what you feel you could contribute to the company.
- Follow up your correspondence with a phone call in approx. **2 weeks**
- If there are no vacancies, ask the company to **keep you application on file for future opportunities.**

★ Part-Time Work and Campus Jobs

Part-time work is a great way to **earn income, gain experience, and build transferable skills.** Trinity students can find part-time roles both on and off campus. You can look at **Trinity's internal job boards** and departmental notices as well as;

- MyCareer portal



- IrishJobs.ie



- Jobs.ie



- ActiveLink.ie



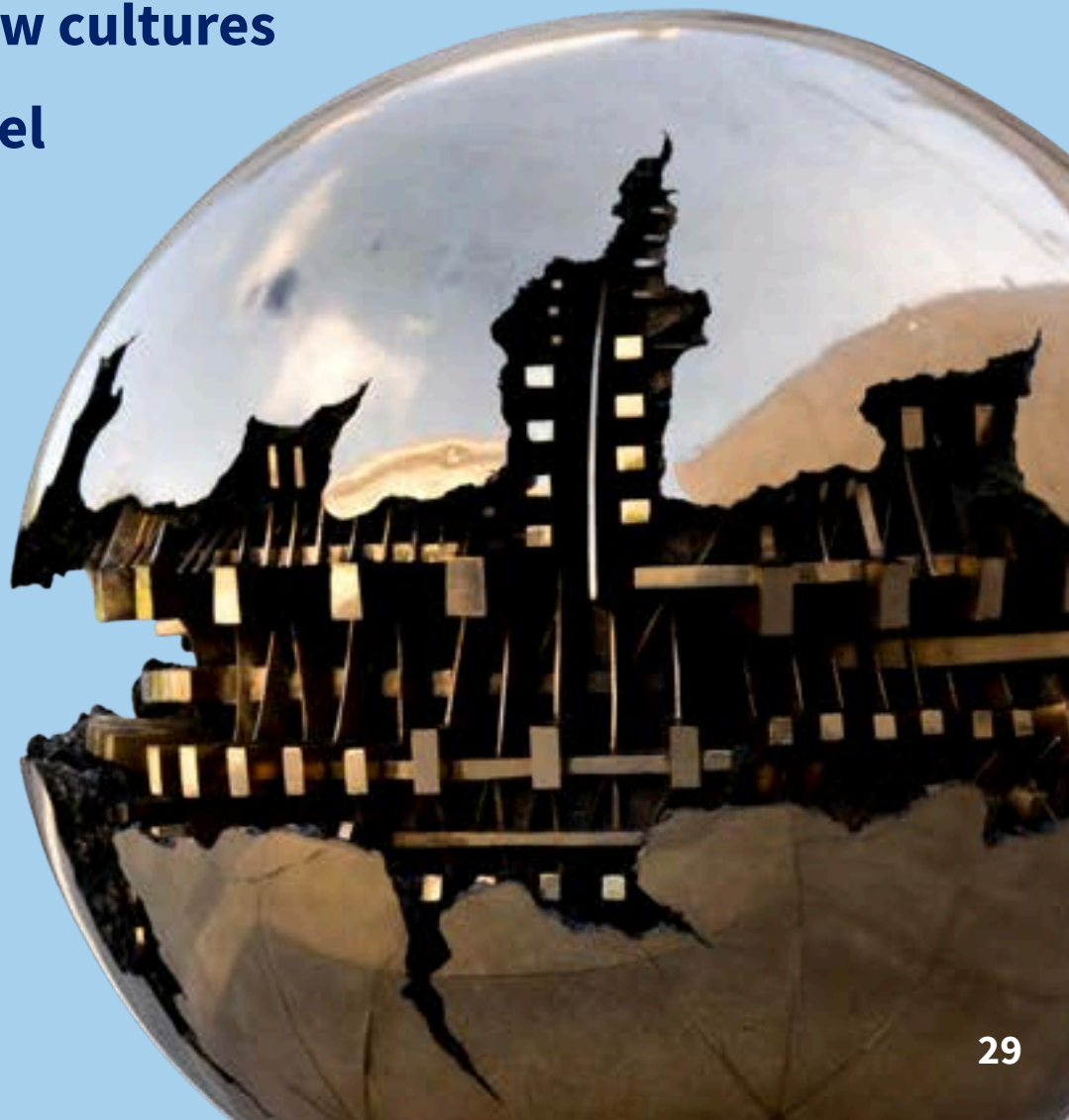
International students should check visa regulations regarding working hours. **Always balance work with academic commitments.**

★ Taking Time Out

Taking time out from work or study can be a **valuable opportunity for personal growth**. Students may take time out to **travel, volunteer, or upskill**.

Some options to consider include:

- **Volunteering with NGOs**
- **Learning new skills through online courses**
- **Exploring new cultures through travel**



➤ FREQUENTLY ASKED QUESTIONS (FAQS)

★ How do I know which job is right for me?

Start by identifying your **interests, skills, and values**. Use career assessment tools available through the Trinity Careers Service like '**Map My Future**' or book a **one-on-one guidance appointment** via **MyCareer** to explore your options.

★ What does a strong CV or cover letter look like?

A strong CV is **clear, concise, and tailored to the role**. Include relevant experience, skills, and achievements. Cover letters should explain why you're a good fit. Check out our **short video** or book a **CV review session** with our team.

How do I prepare for interviews?

Watch our short video, check out our '**Guide to Interviewing**' or do an **online practice interview** via **Shortlist.me**. Once you've taken these steps, you can **book a interview prep session with our team** and go through a mock interview scenario.

What are the most common mistakes students make when applying for jobs?

Common mistakes include using a **generic CV**, **missing deadlines**, and **not researching the employer**. Always tailor your application and **proofread** carefully.

How do I follow up after a job interview or networking event?

Send a polite **thank-you email** shortly afterwards. **Mention something specific** you discussed and **express your continued interest in the role or connection**. Feel free to check in with the prospective employer after **two weeks** if you haven't received any response.

What are the steps to apply for a post-study work visa (Stamp 1G)?

Check the **Irish Immigration website** for the latest requirements. Typically, you'll need **proof of graduation, a valid passport, and health insurance**. Apply before your **Stamp 2 expires**.

How do I manage job hunting while balancing coursework?

Create a **weekly schedule** that includes **dedicated job search time**. Use tools like **MyCareer alerts** to streamline your search and **avoid last-minute applications**.

What if I don't get a job right after graduation?

It's common to take time to find the right role. Consider **internships, volunteering, or short-term work** to build experience. **Stay connected with the Careers Service for ongoing support.**

I'm not getting any responses from recruiters, what can I do?

The job search can be challenging and **everyone is faced with job rejections at some point in their life.** It's key not to focus on the set-back, but to learn from the experience. Check out our resource on '**Managing Setbacks**'. Or book your **1-1 appointment** with your Career consultant for direct support.

How do I build experience if I don't have any yet?

Look for **volunteering, part-time work, or student society roles.** Apply for the **Trinity Career Skills Award** if you are a current Trinity student. These all develop transferable skills. Check out our page on '**Build Your Skills**' for further resources.

How do I use LinkedIn effectively if I don't have many connections?

You can attend a LinkedIn session by booking this on MyCareer. Then it's time to, start **connecting with classmates, lecturers, and Trinity alumni.** Share your interests and achievements. **Join relevant groups** and follow companies you admire.

What are the best ways to find hidden job opportunities?

Networking is key. Attend **career events, connect with alumni, and reach out to employers directly.** Many roles are filled through referrals before being advertised.

★ How do I negotiate salary or benefits if I get a job offer?

Research typical salaries for your role and location. Be polite and professional when discussing terms. The Careers Service can help you prepare for these conversations.

