



Get the Job



....a guide to doing your CV,
applying online, interview techniques,
employment supports,
and tips for staying positive.

Your CV is the first impression that a company will have of you

CV

Keep it short, no more than two pages.

Be positive, sell yourself.

Have one master copy and tweak it to suit the job.

Do not lie on your CV.

Start with your most recent job and work backwards.

Include awards/ medals/ skills; they show commitment.

If you're including referees, make sure to ask that person first!

If not include, 'References available on request' at the end of your CV.

Read it for typos and get someone else to double-check!

Improve your chances with volunteering or work experience!

Make your cover letter interesting, convince the person to read your CV.

Think through what the employer is looking for, and emphasise how you can fill those needs.

Address the letter to the person hiring if you can.

- 1st paragraph; tell them the job you are applying for.
- 2nd paragraph; tell them a little about yourself, why you're interested in the job, and why the company attracts you.
- 3rd paragraph; is all about your strengths and how you can add value.
- Last paragraph; tell the employer that you are available for interviews at a time that suits them.

- Save your CV and cover letter and amend it to suit each new job application.
- Use your name as the file name, so the employer knows whose it is.
- Know which types of job you are looking for so you can narrow your search.



**Before you start
you'll need an email
address.**

APPLYING ONLINE

Job Search Engines allow users to search the major job sites by keyword and location. Monster, Careerbuilder, Hotjobs, and Indeed are some examples.

You can register with some websites and receive free emails with jobs available to match your interests.

Some sites are dedicated to advertising specific job types e.g. Accounting.

Social and professional networking sites are an excellent source of job listings and networking contacts to help your job search. LinkedIn.

Working Abroad: there are websites dedicated to job opportunities for people who wish to travel and work abroad.

Keep in mind job offers posted on generalist employment websites tend to get tons of responses, decreasing your chances of getting noticed!

Read the instructions and follow them carefully. If the listing says send a cover letter, send one. If the listing says apply online at CareerBuilder, do so. When the 'help wanted' ad says submit a PDF, don't send a Word document.

All your online communications should be professional.

jaylovespizza@gmail.com is not a very professional email.

Even though it's quick and easy to send an email, it is essential to write (or copy & paste) a detailed cover letter within the body of the email, focused on why you are a good match for the job you are applying for.

- Put the job title in the subject bar of the email
- Attach your CV (attachment is the staple symbol on the toolbar)
- Use your name as the file name:
janemurraycv.doc

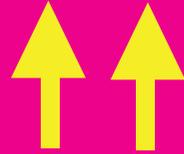
The easiest way to complete these applications is to copy and paste the information from your CV and cover letter into the application. Remember: before you click the 'submit' button, double-check your application.

1) Know yourself

- What school did you go to?
- What work experience do you have?
- What hobbies or interests have you?
- What are your achievements?
- Where do you see yourself in 5 years time?
- What are your greatest weaknesses/strengths?
- What motivates you?

PREPARATION

IS KEY



3) Match the job to you

Job v's me:

What's needed	What I have
eg. Work experience	Volunteer experience
Safe Pass	✓
Communication skills	✓
References	✓

2) Know the job

- Start by reading the original advertisement.
- Underline anything related to the responsibilities of the job, the qualification, training, previous experience, personal characteristics required of the job holder.
- Go and talk to someone who does this type of work or call into a Youth Information Centre or Career Office and learn more about the job.

INTERVIEWS

Double check the exact location and time: **Before the interview**

- It may be useful to do a 'dry run' to see how long it will take, check timetables if necessary, have a back-up plan e.g. money to take a taxi
- Try and be 10 - 15 minutes early. This allows for any delay in traffic, finding the personnel department, time to sit and gather your thoughts and become used to your surroundings.
- Bring necessary documents: C.V., driver's license, letter calling you for interview

What to wear

- Wear a 2 piece suit or in a less formal setting, a shirt and smart trousers or skirt.
- Keep colours conservative and subtle.
- Make sure you are well groomed.
- Hair should be back from your face, not necessarily tied up but caught back.
- Don't have a strong overpowering perfume or aftershave.
- Don't wear too many accessories, you will play with them when stressed and it can be distracting.
- Avoid uncomfortable clothes and shoes.

Dress
as if you're
already part of
the team.

Don't
dress too casually
show too much flesh
wear head gear, hats etc.

During the interview

Prepare each question by thinking of what a good response might be, based on your background, skills, and the job opportunity. Listen carefully to the questions. Never complain, and always be positive. Expand your answers and show you are interested in the job.

Questions

- Tell me about yourself?
- Why should we hire you?
- How would you describe yourself?
- What do you think is involved in this job?
- What do you consider three of your strengths to be?
- Tell me about one of your weaknesses. (be careful about this one!)
- What achievements are you most proud of?
- Tell me about a problem you came across in the past and how you overcame it.
- How would you cope with a team member who is not pulling their weight?
- What do you know about our organisation?
- What do you see yourself doing two years from now ?
- Have you any questions? (have one!)

With difficult questions where you are not sure how to answer the question asked, it may be useful to try turn the conversation to what you want to talk about.

After the interview Smile at all the interviewers, thank them for seeing you and shake hands if appropriate.



Earn

When you start a job you are introduced to the world of tax. You need to get yourself a Personal Public Service (PPS) number. Then you need to contact the Revenue office and tell them you have a job and who your employers are. They will send you a Tax Credit Cert. Your pay maybe subject to tax and other deductions. You will also have to pay PRSI (Pay related Social Insurance). This is your contribution to any possible future social welfare payment or pension you might have.

Save

Almost everyone has a bank account. SUSI pays the grant into them, a lot of employers pay your wages into them, and some people get social welfare payments paid into their account. If you have a bank account you also get a debit card. Banks, the Post Office or Credit Union all are great places to save, and some will have special schemes that allow you to earn more on your savings.

Spending money is the easy part, but managing and controlling your money is difficult for many. Credit Unions are a very popular way to save for things like your first car, college fees, car insurance or a foreign holiday. Banks will give you debit cards if you want to go cashless, and many will give you credit cards, but you need to be wary as its easy to build up debt.

If you need help managing money, or you find yourself in debt, places like MABS can be a great with sorting out how to manage the situation.



Spend

SUPPORTS

Intreo: is a single point of contact for all employment and income supports.
www.intreo.ie

Springboard plus: lots of free courses for (mostly graduates) those trying to complete un-finished qualifications/upskill/branch out to new sectors like green energy from general construction sector. www.springboardcourses.ie

Adult Education Guidance Association offers advice, guidance, and information on education, training and careers to adult learners taking part in their adult education programmes including those on Adult Literacy, VTOS and Community Education programmes.
www.aegai.ie/service

ETB's: Workplace specific courses on offer include; Culinary Skills, Health & Safety in the Workplace, Communication Skills and Customer Service. All Skills for Work courses are designed to meet the needs of the employer and their staff and are delivered locally by the Education Training Boards (ETB). www.skillsforwork.ie

Courses in Further Education sector - www.fetchcourses.ie

Skills Summary: The easy way to track and develop your life skills.
www.skillssummary.ie

Tips for staying positive while job hunting:

We are humans, and when things don't go as planned, we sometimes begin feeling very sad, mad, or hopeless. Job search almost always requires stamina, sometimes tons of it.

Spend energy only on things you can control

So, you have emailed 100's of CVs . You can't will your CV to pass through a prospective employer's hands, you can't influence how many other qualified candidates apply for the same job. Why waste another second dwelling on them. **Focus your energy** instead on what you can control and then act on these things.

Get help

Raise your hand and let the closest and most supportive people around you know you need help. Every one of us needs a good pep talk from time to time. Contact your local Youth Information Centre and see what support, guidance and advice you can get there.

Practice being resilient

Developing resilience isn't easy, especially when the news that we didn't get the job you really wanted hits you like a freight train. But it's vital for anyone in the midst of a lengthy job hunt. Pause, **take a few deep breaths**, strap on your boots then find some new ways to get back on track.

Call in



Clondalkin Youth Info
Monastery Rd,
Clondalkin,
Dublin 22
Ph: (01) 459 4666

Dun Laoghaire Youth Info
Boylan Centre, Sussex St
Dun Laoghaire,
Co. Dublin
Ph: (01) 284 4085

Co. Wicklow Youth Spin
St. Bricins, Herbert Rd,
Bray,
Co. Wicklow
Ph: (01) 205 0502



@YouthInfoDub

@YouthSpinWW

cross  care