

# THE UCD CAREER GUIDE

2016/17



UCD Career Development Centre

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www.ucd.ie/careers

Your Roadmap to Success  
Start your journey at [careersconnect.ucd.ie/](http://careersconnect.ucd.ie/)



## INSIDE THIS GUIDE:

- Vacancies and internships with recruiters seeking UCD graduates
- Opportunities in Ireland and beyond
- Find out what employers are looking for
- How to succeed in applications and interviews
- What you need to know about graduate study

[www.ucd.ie/careers](http://www.ucd.ie/careers)

[gradireland.com](http://gradireland.com)



**SIG** founded in 1987, SIG has grown from an options trading firm on the Philadelphia Stock Exchange to one of the world's largest privately held financial institutions. Today, with offices around the world, we trade almost every major financial product. We are recognised for our disciplined and quantitative trading approach and our leading-edge trading systems. Our European headquarters was established here in Dublin 16 years ago, and we now have over 400 employees working in Trading, Technology, Research, Operations, Compliance and Risk, Legal, Finance and HR.

### **ASSISTANT TRADER PROGRAMME**

Assistant Traders work within a trading team, sourcing information that may affect trading strategies and conducting quantitative analysis of potential trading opportunities. They learn about making trading decisions, and participate in twice weekly interactive mock trading and game theory sessions, a highlight of the programme. Successful Assistant Traders are invited to enter SIG's formal ten week training class in our global head office in Philadelphia.

**TECHNOLOGY ASSOCIATE PROGRAMME** Our software engineers design, build, maintain and support event driven systems that are fundamental to success in the changing marketplace. They are also responsible for maintaining our competitiveness in the current trading environment. The core component of the software development (TA) programme includes a three month visit to our global head office in Philadelphia. TAs participate in classroom sessions and technical rotations, working with experienced engineers on the development, delivery, support and enhancements of our trading systems and infrastructure.

### **OPERATIONS ANALYST PROGRAMME**

Our Operations Analysts are embedded in various rotations within SIG's financial operations teams to gain in-depth knowledge of key business areas such as trade support, trading operations, settlements, equity finance and risk. The twelve month programme also incorporates classroom training sessions focused on developing company-specific knowledge and technical skills, in both our home office and our global head office in Philadelphia. At the end of the programme, our Operations Analysts will have a clear insight into SIG's financial operations and be ready to join a team that best aligns with their skills, interests, and SIG's business needs.

### **INTERNSHIPS**

SIG offers year round internship opportunities which provide a stepping stone to becoming an Assistant Trader, Technology Associate or Operations Analyst at SIG. If you have a background in mathematics, physics, actuarial, engineering, computer science or finance, as well as exceptional analytical and probability skills and an interest in financial markets, we'd love to hear from you.



# START HERE TO GET YOUR CAREER SORTED

## CONTACT US

### UCD Career

#### Development Centre

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University College Dublin  
Belfield, Dublin 4

Email: [careers@ucd.ie](mailto:careers@ucd.ie)

Tel: **00 353 (0) 1 716 7574**

Web: [www.ucd.ie/careers](http://www.ucd.ie/careers)

Also search for UCD Career Development Centre on Facebook, Twitter and LinkedIn.

### UCD Michael Smurfit

#### Graduate Business School

Carysfort Avenue  
Blackrock  
Co. Dublin

Email: [smurfitschool@ucd.ie](mailto:smurfitschool@ucd.ie)

Tel: **00 353 (0) 1 716 8934**

### Opening times

#### Belfield Campus

Monday to Friday:  
9.00 am – 5.00 pm

#### Blackrock Campus

Monday to Friday:  
9.30 am-5.00 pm

The information provided in this Guide is correct, to the best of our knowledge, at the time of going to press.

Large text version of this guide is available online.

Welcome to the UCD Career Guide 2016/17, a publication written specifically for the students of UCD, to help get you started on the road to a successful career. Using student feedback each year, the UCD Career Guide has been developed as an effective online and hard-copy resource for students, to help you accomplish a range of career-related goals.

It's never too early to start considering, and preparing for, your future career. Making good use of this guide will enable you to:

- Explore your career options
- Find out what UCD graduates have gone on to do
- Access information on graduate study and funding
- Identify and build a range of skills employers look for, often called transferable skills or employability skills
- Develop a winning CV that will get you to interview and help you understand how to deliver an effective performance.

UCD Career Development Centre is committed to helping students prepare for life beyond university. We seek to help you identify, develop and present your academic achievement and employability skills effectively to employers, understand how best to engage with the labour market and also uncover the opportunities in the hidden jobs market.

Whether you have a clear vision of where your career will take you, or are just beginning to look at your options, we can help. Visit our centre, check out our website – [www.ucd.ie/careers](http://www.ucd.ie/careers), like us on Facebook ([/ucdcareers](https://www.facebook.com/ucdcareers)) and follow us on Twitter ([@UCDCareers](https://twitter.com/UCDCareers)) and LinkedIn ([/ucdcareers](https://www.linkedin.com/company/ucdcareers)).

We look forward to meeting you.

## David

Dr David Foster, Director



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**BECAUSE I'M ALDI. AND I'M LIKE NO OTHER.**



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IFC = inside front cover, IBC = inside back cover, OBC = outside back cover



# UCD STUDENTS ARE IN DEMAND

Use the UCD Career Development Centre services to help you access employers.



Every year the UCD Career Development Centre coordinates a large number of recruitment events designed to put employers directly in contact with UCD students, allowing students to access employers of interest. Students gain an opportunity to ask questions of the employer and to enquire about possible employment opportunities as well as selection processes. Employers get to meet with interested students and have the opportunity to sell the benefits of working with their organisation.

During the 2015/16 academic year, almost 300 employers participated in

a UCD on-campus recruitment event, from recruitment fairs to employer presentations. Four recruitment fairs were held on the Belfield campus representing many different disciplines. Recruitment fairs have always been very popular with UCD students and last year we had an attendance of approximately 4,500 students. See page 5 for a list of this year's recruitment fairs including those held in the UCD Michael Smurfit Graduate Business School.

Furthermore, over 120 employer presentations and workshops were held on the Belfield campus, with many

additional presentations held in the UCD Michael Smurfit Graduate Business School.

Our advice: Keep an eye on our website throughout the year for a list of participating organisations, think about which employers you want to meet and what specifically you want to ask when you do meet them! Come prepared with intelligent questions and a CV highlighting your key skills and experience (see page 29 for further advice on CVs).

## At a glance – our top tips for career success

- **Engage** – Employers recruit students who make a difference – why not try out for Class Rep, or become a Peer Mentor or Campus Ambassador?
- **Connect** – Use opportunities to build your network and meet employers at the various campus events.
- **Employability** – Develop skills that will transfer to the work environment by undertaking internships or work experience or one of the programmes run by the UCD Career Development Centre.
- **Academic** – Aim for minimum 2:1
- Check out our recruitment events on page 5.

# LEADING EMPLOYERS RECRUIT AT UCD



We have big ambitions about how our business can help create a bright future for the world – but to make it happen we need great people who can challenge the way things are done, bring new ideas, and dare to make big decisions. We find that UCD graduates have the knowledge, skills and qualities we look for. We recruit in several disciplines including Finance, Marketing, Human Resources, Supply Chain, Business and Technology, Research and Development, and Sales. We take on graduates in all of these programmes and we also offer schemes in most disciplines for first and second year students, so there really is something for everyone!

**Laura Allsopp,**  
HR Specialist, Unilever



Each year at Glanbia we hire up to 100 graduates and undergraduates and we are always hugely impressed with the quality of UCD students. Our Glanbia Pure Ambition Graduate and Internship Programmes are key enablers for our business and have a primary objective of building a sustainable leadership pipeline for the future. We seek people who are focused on championing the customer, who love to solve problems, who have a curious mindset and strive to find a better way. We find UCD has an abundance of fantastic students who demonstrate these key qualities and many UCD graduates have gone on to carve out highly successful global leadership careers here.

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



At EY we are working together to Build a Better Working world and recruiting key talent is fundamental to achieving this. UCD provides us with a large cohort of talent every year when we hire students onto our Summer Internship Programme, our Work Placement and our Graduate Programme. We have UCD alumni in every part of our business including a number of Partners, Directors and Senior Associates. We hire UCD students from the traditional business and accountancy disciplines but also non-traditional students from Science, Engineering, Law and the Arts. Data Analytics and IT disciplines are also key.

The students we recruit have a strong academic record, strong commercial awareness and great interpersonal skills. They are also looking for an opportunity to make a difference and work in an environment where change is good. We have found that UCD students tick all of these boxes. They thrive on our programmes and bring all of the qualities we look for including new ideas and an openness to change. We welcome applications from UCD students to all of our programmes again this year.

**Caroline McAniff,**  
Head of Recruitment, EY



## Key recruitment events in 2016/17

EVENT	TARGET AUDIENCE	DATE
<b>Business, Finance &amp; Management Recruitment Fair</b>	Students from any discipline interested in a career in business, finance or consulting	Tuesday, 27 September 2016 O'Reilly Hall Belfield Campus
<b>Science, Engineering &amp; Technology Recruitment Fair</b>	Students from science, engineering and computer science disciplines	Wednesday, 28 September 2016 O'Reilly Hall Belfield Campus
<b>Professional Services – Audit, Tax &amp; Management Consultancy</b>	UCD Michael Smurfit Graduate Business School students only	Tuesday 4 October 2016 Main Foyer Smurfit School/Blackrock Campus
<b>Law Recruitment Fair</b>	Students from any discipline interested in a legal career	Wednesday 5 October 2016 Astra Hall, Student Centre Belfield Campus
<b>Finance, Marketing, Management, Supply Chain, iBusiness, International Business, HRM &amp; Business Analytics</b>	UCD Michael Smurfit Graduate Business School students only	Friday 7 October 2016 Restaurant Smurfit School/Blackrock Campus
<b>Internships Recruitment Fair</b>	All students	Wednesday 1 February 2017 Astra Hall, Student Centre Belfield campus

# WHAT DO UCD GRADUATES DO?

**A qualification from a university of UCD's reputation places graduates in a strong position when it comes to job-hunting. Finding out what graduates from your course have done with their career so far may give you some future career ideas. The UCD Career Development Centre provides supports and opportunities to make contact with a wide range of graduate employers.**

When you graduate from UCD, you'll be joining a distinguished list of alumni from all walks of life. Over 6,000 students graduated from UCD in 2015, and they've entered a whole range of different careers and sectors. Employers include large, small and medium-sized businesses and organisations in the public, private, charity and voluntary sectors. Many others have gone on to further study (see page 20), and a small number of graduates each year go on to set up their own businesses (see page 22). Finding out what graduates from your course are doing may help inspire some future career ideas.

**How do UCD Graduates find their jobs and how can the UCD Career Development Centre help?**

When it comes to making contact with graduate employers, the UCD Career Development Centre provides excellent supports and opportunities. During the 2015/16 academic year, almost 300 employers participated in a UCD on-campus recruitment event, from recruitment fairs to employer presentations – don't miss them! (see page 23). We also provide a vacancy database on our Careers Connect portal, which has new jobs and internships being posted every day, along with links to other valuable online resources to help you research careers, employers and jobs (see page 9).

With a high level of competition for jobs, it's increasingly important for students and graduates to ensure they're aware of relevant opportunities. By 'liking' us on facebook.com/ucdcareers and following us on Twitter (@UCDCareers) and LinkedIn (/ucdcareers), students and graduates will receive

instant information on recruitment events and vacancies. Approaching employers directly is another way to access opportunities and enhance your network. Remember, knowing how to effectively utilise and manage social media to find a graduate job is becoming a key skill (see pages 26-27).

For advice on any aspect of graduate job seeking, you can find information, and make an appointment with a Career & Skills Consultant via Careers Connect, on [www.ucd.ie/careers](http://www.ucd.ie/careers).

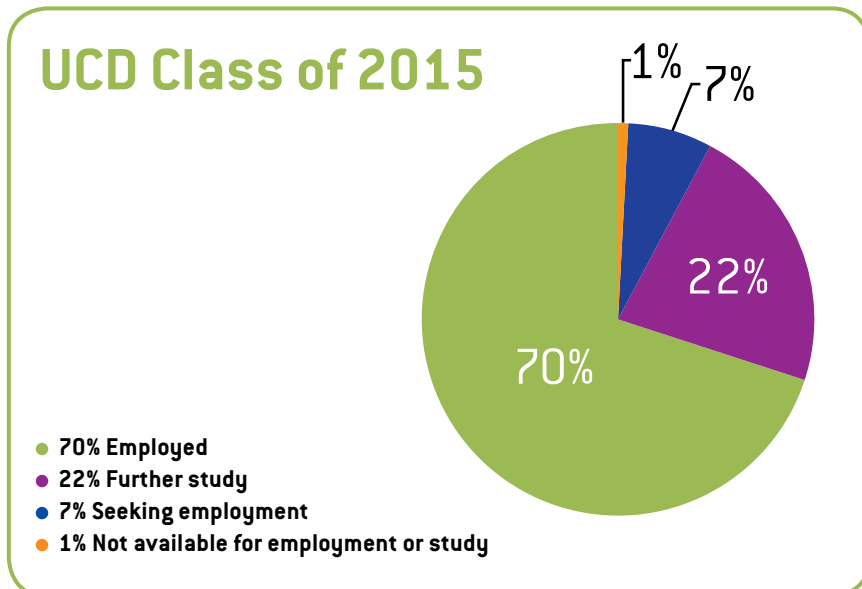
**International Opportunities & Destinations**

UCD places great emphasis on the internationalisation of the student experience, and preparing our students for employment and life that crosses borders and cultures.

So where can you find our UCD graduates of 2015 now? A sample of the countries they're working in includes Austria, Australia, Belgium, Botswana, Colombia, Cambodia, Canada, Chile, China, Denmark, England, Ethiopia, Finland, France, Germany, Ghana, Hong Kong, India, Iraq, Ireland, Israel, Italy, Japan, Kazakhstan, Kuwait, Lichtenstein, Luxembourg, Malawi, Malaysia, Mexico, Nepal, the Netherlands, New Zealand, Nigeria, Norway, Pakistan, Philippines, Romania, Russia, Saudi Arabia, Scotland, Singapore, Slovakia, Slovenia, Spain, South Africa, Swaziland, Sweden, Switzerland, Taiwan, Tanzania, Thailand, Trinidad & Tobago, Turkey, Uganda, the United Arab Emirates, the USA, Vietnam, Wales, Zambia and Zimbabwe!



The graph below represents the most recent, and very positive, destinations statistics for the UCD graduating class of 2015. This reveals that of the graduates surveyed 9 months after graduation (74% response rate), 70% are in employment, 22% are in further study and 7% are seeking employment (with 1% not available for employment or study).





# UCD CAREER DEVELOPMENT CENTRE TEAM

Meet the UCD Career Development Centre Team for 2016/2017 – we're here to help you.

## Management Team



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## Career Development for Postdoctoral Researchers



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## UCD College of Business – Michael Smurfit Graduate Business School



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## HOW CAN THE UCD CAREER DEVELOPMENT CENTRE HELP YOU?

The UCD Career Development Centre offers a wide range of services.

See [www.ucd.ie/careers](http://www.ucd.ie/careers) for more details.

Services	What is it?	Who is it for?
<b>Quick Query</b>	20 minutes with a Career & Skills Consultant. Make an appointment online on the day – offered Monday to Friday (see <a href="http://careersconnect.ucd.ie">careersconnect.ucd.ie</a> for details)	All UCD students
<b>Guidance interviews</b>	Further in-depth meetings may be arranged with a Career & Skills Consultant following an initial Quick Query appointment. Limited access.	All UCD students
<b>Career management skills workshops/seminars &amp; 'Skills for Working Life' programme</b>	1–2 hour sessions (ad hoc or as part of a programme) on topics such as interview skills, CV preparation, teamwork etc. Led by careers staff or interview skills, CV preparation, teamwork etc. Led by careers staff or visiting employers. See <a href="http://www.ucd.ie/careers">www.ucd.ie/careers</a> for details.	All UCD students
<b>Recruitment Fairs</b>	Opportunity to meet employers/graduate study providers offering courses, internship and graduate vacancies. Access advice and enhance your applications.	All UCD students
<b>Employer recruitment presentations</b>	Students meet employers with current vacancies. Network and 'get behind' the glossy brochures and corporate websites. A chance to show employers you are serious about a career with them.	Targeted groups
<b>Career/personal and professional development modules</b>	Credit-bearing modules for specific programmes, addressing topics such as career options with your subject, and developing skills for employment.	Targeted groups
<b>Study visits, e.g. annual London Corporate Finance &amp; Corporate and Commercial Law trips</b>	Opportunity to meet prospective employers at their offices and get a feel for what working in particular industries is really like.	Targeted groups
<b>Online resources</b>	On our website <a href="http://www.ucd.ie/careers">www.ucd.ie/careers</a> , you can find careers advice, details of current graduate and internship vacancies and information on upcoming events. Follow us on Facebook, Twitter and LinkedIn to get the latest careers updates on a daily basis.	All UCD students
<b>Psychometric tests</b>	Numerical and verbal reasoning tests and personality questionnaires are used by many employers. Our online test 'Profiling for Success' allows you to practise and better understand your abilities.	All UCD students
<b>CDC Resource Library</b>	A wide range of information on different types of jobs and industries - drop in and have a look around.	All UCD students

### Student Feedback



When it came to preparing for interviews I met with Career & Skills Consultants on several occasions and engaged in mock-interviews so, at the actual interviews with prospective employers, I came across as a strong candidate that was able to answer difficult questions on the spot with confidence and ease.

Without the help of the Career Development Centre, I would not have landed my dream job and I am extremely grateful for all the help and advice I received.

**Mark Monaghan, MSc Digital Investigation & Forensic Computing Graduate 2015**  
Business Intelligence Analyst,  
Espion – A BSI Professional Services Company



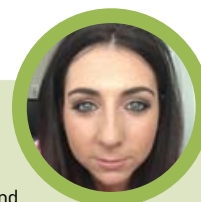
I came to the Career Development Centre to get help with my cover letter and 4 page academic CV for the UCD School of Mathematics Undergraduate Research Project (on pedagogical frameworks). I was accepted for the research project so thank you so much for all your help and advice - I really appreciate it. The Career Development Centre is such a wonderful resource and I will definitely make use of it throughout my undergraduate degree.

**Emily Lewanowski-Breen, BSc in Biology & Mathematics Education student**



I took your module in personal and professional development (offered by the Career Development Centre) last year. The content we learned in your class and advice you gave has really helped me - especially the interview tips and LinkedIn advice. Since graduating from UCD I secured a marketing internship with a successful start-up company and am also studying digital marketing part time in order to be sure if I want to do an MA in this area. I just wanted to let you know your module has really stood to me and I really enjoyed it.

**Chloe Twomey, BA Information & Social Computing and Sociology Graduate 2015**



# CONNECTING STUDENTS TO FUTURE CAREERS

There's now a massive amount of career information online – some great, and some not so great. We're here to point you towards the best and most reliable resources to help you plan your career; research employers and industry information; and find a job or internship.

You can find links to all these resources on our website at [www.ucd.ie/careers/students/onlineresources](http://www.ucd.ie/careers/students/onlineresources).

## EXPLORING YOUR OPTIONS

### Psychometric Tests

These are very useful in career planning, helping you to understand more about your strengths and how these might shape your career and personal choices. There are personality, learning styles and career interests tests; as well as abstract, numerical and verbal reasoning tests, which are often used by employers.



### Vault

A comprehensive online career resource designed to help you look into potential careers, research top employers and find out about trends in your industry.



## FINDING A JOB OR INTERNSHIP

### Careers Connect

UCD students automatically have an account on our Careers Connect portal, and if you've graduated from UCD you can register for an alumni account. Search our vacancy database, which has new jobs and internships being posted by employers every day, and sign up for alerts based on your preferences. You can also book onto our recruitment fairs and employer presentations, so you can meet the people you want to work for!



### Going Global

Going Global provides country-specific career and employment information, including worldwide internship and job postings and career resources.



### Internships USA

Provided by CEI Internships, a company that offers individually verified information and resources to students seeking internships in the US. There are two options: Internships for Undergraduates; and Internships for Law Students.



## THE ESSENTIALS FROM UCD CAREER DEVELOPMENT CENTRE

To make sure you find out first about graduate programmes, employers on campus, competitions, volunteering and other opportunities, you'll want to follow us on Facebook and Twitter, and check out our online newsletter Career Focus.

[f /ucdcareers](https://www.facebook.com/ucdcareers)

[@UCDCareers](https://twitter.com/UCDCareers)

[in /ucdcareers](https://www.linkedin.com/company/ucdcareers)





# MAKE YOUR TIME AT UCD COUNT!

Employers are looking for academic achievement and much more. They recruit students who have made a difference and who demonstrate drive and determination... You can develop the transferable skills that employers look for by making the most of your time at UCD.

## Get Involved!

1<sup>ST</sup> YEAR

**Get involved** on campus by being active in clubs or societies or participating in sports or voluntary activities. Check out the Clubs and Societies tent during Freshers Week to learn about the huge range of activities you can get involved in.

These are great ways to **enhance your CV** and give something back to the community while also making new friends.

Log into [careersconnect.ucd.ie](http://careersconnect.ucd.ie) for posts on events, jobs and more. Research career options and start looking into internship opportunities. Drop into the Career Development Centre for help with this.



## Explore Career Options!

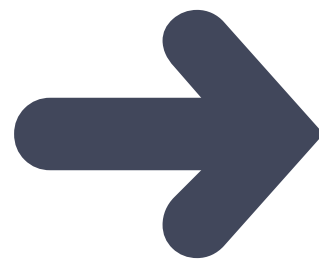
2<sup>ND</sup> – 3<sup>RD</sup> YEAR

**Use the resources** at the UCD Career Development Centre to explore your options. Take the opportunity to meet with a Career & Skills Consultant for a one-to-one consultation about your future.

Check out [www.ucd.ie/careers](http://www.ucd.ie/careers) for great resources to assist your career planning, Profiling for Success psychometric tests which will help you better understand your strengths and interests and find some useful podcasts, video clips and web links.

**Take part in a skills workshop** to enhance your graduate profile.

**Do an internship** - get some real-life insights into the world of work while developing lots of valuable skills.



## APPLY!

FINAL YEAR

Attending **recruitment fairs** throughout your time at UCD is a great way to find out what employers look for in potential recruits, as well as giving you the chance to practise your networking skills.

Book a Quick Query consultation and get help from a Career & Skills Consultant with your CV, cover letters and applications. Prepare for interview by attending one of our interview skills workshops.

If you are planning further study we can help you decide which course to choose and advise you on writing your personal statement and application.



## Find out more...

- Find more details on all the above in this Career Guide and at [www.ucd.ie/careers](http://www.ucd.ie/careers)



## Your Roadmap to Success

Start your journey at [careersconnect.ucd.ie!](http://careersconnect.ucd.ie)

GRADUATE STUDY  
GRADUATE JOBS

Book an appointment with a career & skills consultant on Careers Connect



CAREER WORKSHOPS

STAND-OUT  
Career & Recruitment Fairs

ONLINE RESOURCES



CAREER COACHING

DEVELOP

SKILLS

INTERNSHIPS

While a good degree is essential,

it is critical that you do more to distinguish yourself to employers. This is about what, aside from your academic achievements can make you stand out from the crowd.

You need to show recruiters you possess drive, resilience and determination to succeed

Get involved

in all that UCD has to offer and build on your team work, leadership and networking skills. By getting involved, you will enjoy your time at UCD even more, will become self-reliant and self-confident and demonstrate to employers you are the type of person who makes a difference - just what they are looking for!

Take a look at our roadmap to career success and get involved now at UCD

CAREERS CONNECT  
Register today for posts on jobs, events and more!

CLUBS SPORTS SOCIETIES  
VOLUNTEERING



ENGAGE

# GET INVOLVED!

## Get involved and develop your career potential!

**University life is not all about study – it's also about getting involved whether that be by joining clubs and societies; giving your time to volunteer on and off campus; working during the holidays/undertaking an internship; keeping up with a part time job; taking time to study abroad and more.**

All of these are opportunities to show employers that you are a well-rounded individual AND have developed a range of additional skills. What's more, these are things that you can easily do and will enjoy. So take the time during university to get involved and participate in activities, exchanges and/or work experiences. Whatever you do, make it work for you.

### Volunteering

Volunteering is a great way to gain work experience and develop your skills at the same time as making a meaningful contribution to a charitable organisation or other area that's important to you. Start by taking a look at UCD Volunteer Overseas [www.ucdvo.org](http://www.ucdvo.org) or UCD St Vincent de Paul Society [www.ucdsvp.ie](http://www.ucdsvp.ie), and see Andrew Byrne's advice on P13 for more details.

### Clubs & societies

Join a club or society and do something that you enjoy. Remember it's not just about joining a club or society but about your contribution. So, if you join, be an active member and get involved. This shows your commitment and dedication and can be a good way to demonstrate skills such as leadership or team working.

You can join during Freshers' week at the beginning of the year, or on 'Refreshers Day' in January. Most student societies also allow you to join at any point during the year. Check out the website for information on UCD clubs and societies [www.ucd.ie/studentcentre/studentexperience](http://www.ucd.ie/studentcentre/studentexperience).

### Part-time work

Working and studying demonstrates the ability to multi-task and manage the demands of your course as well as the demands of your job. It's a way to earn money and typical student jobs in retail and hospitality can help you develop skills in time management, teamwork and customer service.

### Internships

– see more details on pages 18 & 19

### Work shadowing

Observing someone's typical working day can be a good way to find out what a job entails and get experience in a 'popular' area of work e.g. marketing/advertising, where opportunities can be hard to find without experience. Why not try and organise one yourself? It will demonstrate to future employers that you have initiative and have a real interest in that career field. Start by deciding who you want to target, use any contacts you have and make your approach e.g. by drafting a letter explaining the objective of the work shadowing. Visit the Career Development Centre for more advice and help.

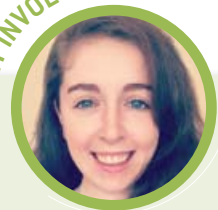
### Working overseas

There are endless opportunities to work abroad which provide opportunities to develop language skills and demonstrate maturity and adaptability.

### Certificate in Skills for Working Life

The UCD Career Development Centre offers the opportunity for students at all levels to develop the skills sought by graduate employers through participation in our Skills for Working Life series. Students receive a certificate (non-credit-bearing) upon completion of the programme. See more details on page 24.

GET INVOLVED



#### NAME

Devin Finneran

#### DEGREE

[BAgrSc] Animal Science – Equine [4th Year]

Employers look for skilled, well-rounded graduates to join their teams. Through 'getting involved' while at UCD, I met some of my best friends, I've developed as a person and have gotten experience for my CV.

When I was our second year class rep, I ran and was elected for the Ag & Vet College Officer position for UCD Students' Union. I got heavily involved in UCD Ents and following this I had the opportunity to gain experience of event management and production as assistant producer for the UCD Fashion Show for two years.

I took a leave of absence after third year to take over the UCD Commerce & Economics Society and had the chance to further develop a wide range of practical skills that are beneficial in any professional working environment - from time management and working under pressure to leading a committee, as well as working effectively in a team to get the task at hand completed.

As part of my degree I undertook a professional work placement in the Royal Dublin Society for the lead up to the Dublin Horse Show. This experience greatly stood to me and I will be working in that office for my third summer after my final exams.

Studying abroad is one thing that I definitely missed out on during college and even though I'm happy with how my time panned out I would strongly advise that you should consider a place if the opportunity arises.

Participating in an extracurricular activity of your choice may end up being worth more than your GPA. And when applications start opening in final year these will all be of benefit when it comes to landing that dream job, trust me!



## How you can develop your skills

Develop the skills that employers want to see by getting involved in extra-curricular activities, getting work experience and actively participating in your programme! The following are just examples.

### Leadership

- Chairing a student society or a committee
- Captaining a sports team
- Taking responsibility for organising an event
- Being a team leader at work

### Initiative

- Writing your own blog
- Finding creative ways to raise funds as a volunteer
- Participating in a student competition

### Adaptability & Flexibility

- Combining study and part-time work
- Travelling or studying abroad independently
- Managing multiple extra-curricular activities

### Teamwork

- Actively participating in student projects
- Commitment to a team-based sporting activity
- Ability to work with others successfully in your part-time job

### Planning & Organising

- Arranging travel itineraries
- Managing competing demands on your time – studies, part-time work and other commitments
- Organising fundraising or other events

### Problem Solving

- Overcoming obstacles to achieve a personal goal
- Finding creative solutions to workplace problems
- Participating in student problem-solving competitions

### Commercial Awareness

- Keeping up to date with business papers, magazines and social media activity for businesses you're interested in
- Joining relevant student societies e.g. Investors & Entrepreneurs Society
- Learning about the business in your part-time job

### Oral Communication

- Giving presentations as part of your course
- Becoming a UCD Peer Mentor or Student Ambassador
- Running a meeting or event
- Dealing with customers via your part-time work

### RECRUITER VIEW



**Effective team work** is key to success in today's business environment.

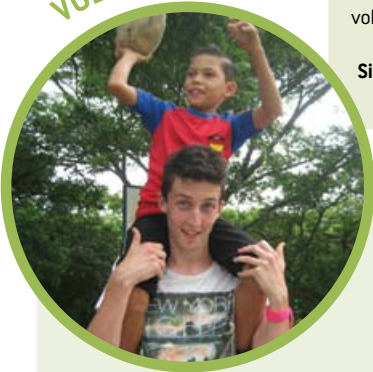
My advice, grab every opportunity you can to actively engage in team work while at UCD, be this through project work, getting involved in societies or sports clubs, volunteering, or through internships or part-time work experience.



**Sinéad D'Arcy, Jameson Graduate Programme Manager Irish Distillers Pernod Ricard**



### VOLUNTEERING



**NAME** Andrew Byrne  
**DEGREE** BComm (2015)

I became involved in UCD Volunteers Overseas in my first year as a student volunteer on the Nicaragua team which focuses on education and community development projects. I returned again in a student leadership role during my second year and stayed involved after this as Auditor of the Student Society and joining the UCDVO Board of Trustees.

Aside from the countless skills that come with preparing for the programme [teamwork, project management, leadership development] I developed a more critical understanding of the world around us. I've found this to be incredibly useful when speaking to employers.

Organisations are looking for candidates who aren't afraid to challenge issues and who have a more rounded understanding and a broader global context.

#### Highlights

One of my most memorable highlights was returning to the community I worked with a year later and seeing the progress that had been made in the interim. The community was thriving and continues to develop sustainably. It was a privilege to see global development in a very real context.

#### Advice for students

My key piece of advice for anyone volunteering with UCDVO is to throw yourself into all aspects of it. You only get as much from programmes like UCDVO as you are willing to put into them. I couldn't recommend the UCDVO programme enough. The people I've met and experiences I've had through the programme have challenged and benefitted me far more than I could have expected, had I focused on academic pursuits alone.

The UCD Career Development Centre was a great resource in helping me channel and highlight the skills I had gained from my experience with UCDVO. This in turn helped me secure interviews with companies such as LinkedIn, Skype and KPMG.

### Find out more about volunteering:

- [www.ucd.ie/careers](http://www.ucd.ie/careers)
- [www.activelink.ie](http://www.activelink.ie)
- [www.volunteer.ie](http://www.volunteer.ie)
- [www.ucdvo.org](http://www.ucdvo.org)
- [www.camara.org](http://www.camara.org)
- [www.depaulireland.org](http://www.depaulireland.org)
- [www.focusireland.ie](http://www.focusireland.ie)
- [www.aiesec.ie](http://www.aiesec.ie)
- [www.ucdsvp.ie](http://www.ucdsvp.ie)
- [www.svp.ie](http://www.svp.ie)
- [www.niteline.ie](http://www.niteline.ie)

# PLAN YOUR NEXT STEPS

Maybe you're not sure what you should do after you leave college. Don't panic – many students find themselves in this situation. Remember that you're not choosing the rest of your life, just the next stage – but don't postpone thinking about it. Here's a simple framework to help you figure out what you want to do and what to do next, with help from the UCD Career Development Centre.



## Know yourself

### What to do:

Assess your:

- skills: what you are good at
- interests: what you enjoy doing
- values: what motivates you and would give meaning to your work
- personality type: your characteristics
- educational qualifications and work experience.

### Resources to help:

Online self-assessment tools:

- Profiling for success (psychometric tests) access from [careersconnect.ucd.ie](http://careersconnect.ucd.ie)
- gradireland careers report [gradireland.com/careers-report](http://gradireland.com/careers-report)
- Prospect planner [www.prospects.ac.uk](http://www.prospects.ac.uk).

## Know your options

### What to do:

- Find out what graduates in your subject do
- Research company job descriptions and information; explore job sectors
- Investigate graduate study opportunities.

### Resources to help

- Use the bank of job profiles and information in our resource room at the UCD Career Development Centre
- Online job profiles at [gradireland.com](http://gradireland.com), [www.prospects.ac.uk](http://www.prospects.ac.uk), [targetjobs.co.uk](http://targetjobs.co.uk) and [careersconnect.ucd.ie](http://careersconnect.ucd.ie) or videos on [www.careerplayer.com](http://www.careerplayer.com)
- UCD Library electronic databases e.g. Marketline and FAME
- On-campus events and presentations by employers and graduate programmes. Details are posted at [www.ucd.ie/careers/events](http://www.ucd.ie/careers/events).

## Make decisions

### What to do:

- Think about how you make your best decisions: gut instinct alone, involving others or methodically weighing up pros and cons
- Identify ways to narrow your choices and finalise your preferences
- Attend a Career Planning workshop at the UCD Career Development Centre. See [www.ucd.ie/careers/events](http://www.ucd.ie/careers/events) for scheduling information.

### Resources to help

- Discuss and evaluate your choices with a Career & Skills Consultant
- Book an appointment online at [careersconnect.ucd.ie](http://careersconnect.ucd.ie).

## Implement your decisions

### What to do:

- Create an action plan with clear goals and timelines
- Learn how to market yourself
- Get help with job applications, CV design, and how to do well at interviews and assessment centres
- Get jobseeking advice.

### Resources to help:

- Careers workshops on topics such as CVs, covering letters and interview techniques – these are held on campus regularly
- Books on CVs and covering letters in the UCD Career Development Centre resource room
- Vault-access from [careersconnect.ucd.ie](http://careersconnect.ucd.ie).

# GOING GLOBAL: INTERNATIONALISE YOUR CV

**Get international experience by studying and/or working abroad during your degree, and broaden the range of international opportunities available to you when you graduate.**

**W**hatever programme you are pursuing at UCD, there are opportunities for you to gain international experience either as part of your course or by taking time out.

## What do employers think?

As long as you make the most of your time abroad by gaining relevant skills and experience, employers will welcome an international dimension to your CV. You'll gain a new perspective, demonstrate independence and adaptability, develop your language skills and also increase your self-confidence!

## International employers will generally look for a range of attributes including:

- strong intercultural and communication skills
- resilience – working abroad can mean losing the usual support structures of friends, family and familiarity



A traineeship in one of the European institutions can be a valuable first step on the road to a career in EU or international affairs. Such traineeships offer graduates the opportunity to gain an insight into the workings of the EU, while working with a variety of international colleagues from all around Europe. European Movement Ireland offers a range of guidance and practical advice for Irish students and graduates looking for jobs and traineeships in Europe – for more information, check out our Grad Jobs in Europe campaign at [www.europeanmovement.ie/grad-jobs-in-europe/](http://www.europeanmovement.ie/grad-jobs-in-europe/).

**Noelle O'Connell**  
Executive Director,  
European Movement Ireland



- flexibility – to adapt to new situations and ways of doing things
- ability to handle diversity and to understand, respect and adapt to cultural differences
- knowledge of local conditions
- an awareness of the strategic aims of your employer and an understanding of the international environment in which they operate
- a working knowledge of the local language plus a good level of skill in both written and verbal English (although English is usually the language of business, working

knowledge of a local language will help you communicate effectively and develop good relationships, both at work and socially).

While you may not be expected to offer all this at the outset, you should be able to demonstrate the potential to develop such attributes. If you are thinking about an international career, experience of volunteering, studying or working abroad will help you develop these attributes and stand out from the crowd.

## Going Global

UCD students can access **Going Global** through Careers Connect. **Going Global** provides country-specific career and employment information, including worldwide internship and job postings and career resources. Just log in with your UCD Connect details at [careersconnect.ucd.ie](http://careersconnect.ucd.ie).



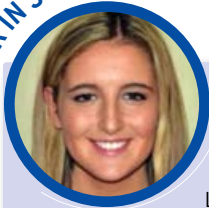
## Find out more

- For more information on overseas opportunities, access **Going Global** – see more details to the left.
- Check [www.ucd.ie/careers](http://www.ucd.ie/careers) website for details of opportunities targeting UCD students and graduates.
- Stay up to date with graduate vacancies and application deadlines by following UCD Careers on Twitter and Facebook.
- Speak to a UCD Career & Skills Consultant to find out more about overseas graduate opportunities.
- International Office: UCD International Office provides lots of information for students on working and studying abroad via volunteering and exchange opportunities, both within Europe (Erasmus) and outside of Europe. See [www.ucd.ie/international/going-abroad-with-ucd/](http://www.ucd.ie/international/going-abroad-with-ucd/) for more information
- See 'Useful websites' listed on page 17.



# STUDYING ABROAD

## YEAR IN SYDNEY



**NAME**  
Emily McMorrow  
**DEGREE** BCL –  
Law with Economics  
(International) (4th Year)

I had the option to study abroad in my penultimate year or spend that year at UCD. I chose the former; as Australia offered an opportunity to study at a top ranked university, experience a totally different lifestyle, travel the world and the flexibility to work (I sold Irish Soda Bread at markets across Sydney).

I had a fantastic year studying law and economics at the University of New South Wales (UNSW), Australia's closest university to the beach. Working, living and studying in Sydney enabled me to get the most out of my international exchange.

Studying at a globally ranked top 15 law school has been an excellent academic and life experience. UNSW offered the opportunity to study a broad range of commercial law modules, which helped me to decide on a future career.

### Highlight

During my three-month summer break I travelled around Oceania and Southeast Asia. From Bungee jumping and skydiving to scuba diving on the Great Barrier Reef, my Australian exchange has been a memorable year.

### Advice for Students

The UCD Career Development Centre team was a great help in preparing my CV before embarking on my international exchange and to sell the benefits of my experience to employers upon return. After graduation, I look forward to commencing my training contract with Slaughter and May in London. I would highly recommend taking the opportunity to study down under!

## STUDYING IN BERLIN



**NAME**  
James Hanley  
**DEGREE** BCL –  
Law with Economics  
(European) (4th Year)

I spent my third year studying at Humboldt Universität zu Berlin, Berlin. My first three weeks there I attended an intensive language course and this was not only great for getting my German language skills up to par, but it was also a great way to meet new people who were also studying at the university. Berlin is an unbelievable city with loads to offer for anybody who stays. Humboldt is equally a great university with a rich history and is split into different faculties throughout inner Berlin. Learning about law and economics through German wasn't always easy but it was an amazing learning experience with a great sense of reward.

### Highlight

Meeting people from all over the world and the independence of living in a foreign country for a year. While in Berlin I joined a sports club and made an effort to try and see as much of the city as I could. I made friends for life and have a huge number of cherished memories.

### Advice for Students

Do a year or at least one semester abroad. It looks great for any future employers especially if you are looking to get involved in an international company or organisation. Even if you don't see yourself taking an international career path, it is always good to live away for a year to broaden your horizons. I would recommend calling into the UCD Career Development Office or UCD International and ask about your options. You won't know all the possibilities until you ask.

## HONG KONG EXPERIENCE



**NAME**  
Lynn White  
**DEGREE** BA  
in Psychology  
(International) (4th Year)

My degree offered an option to study abroad for an academic year, so I chose to apply for a place in the University of Hong Kong (HKU) and luckily was accepted. I wanted to go somewhere where I would get a completely different cultural experience, but where English was still largely spoken.

It was a brilliant cultural experience in which I met new friends from around the world and got to travel to countries including Myanmar, Cambodia, Thailand, Taiwan and Singapore. I got the chance to study in one of Asia's top universities and to learn about subjects not available in Ireland, such as Hong Kong popular culture. Emphasis was placed on entrepreneurship in Hong Kong and there were lots of different talks from people who took the leap.

### Highlight

One learning highlight was definitely some seminars on North Korea that I attended, which were given by a Swiss lady who lives and works there.

### Advice for Students

I would definitely recommend the University of Hong Kong to anybody thinking of going on exchange and looking for an adventure. I definitely gained a lot from this experience and it left me with lasting memories, increased confidence and independence, something which stands out on a CV, and some great new friends.

## International Graduate Programmes

For graduates with a second language looking for experience in Europe or further afield, there are great opportunities with Irish businesses involved in export or business overseas, through direct employment opportunities or more structured graduate programmes. Many of these organisations are eager to meet

students on-campus and regularly deliver informative workshops on their application process and the international dimension to their business.

Enterprise Ireland's two-year International Graduate Programme offers graduates the opportunity to start their career with a fast-track international perspective, see [www.enterprise-ireland.com/careers](http://www.enterprise-ireland.com/careers).

The IBEC Global Graduates programme places graduates attracted by an international career on paid work placements around the world with leading Irish companies over 12–24 months. See [www.ibecglobalgraduates.ie/](http://www.ibecglobalgraduates.ie/) for details.

For graduates with fluency in Irish or a second European language, opportunities are available with various European institutions, see [www.europa.eu/eps](http://www.europa.eu/eps).

# WORKING ABROAD

A current UCD student and 2 recent UCD graduates talk about their experiences of working abroad.



**NAME**

Thomas Campbell

**DEGREE** ME Mechanical Engineering (4th Year)

**EXPERIENCE** Fraunhofer IPK Berlin, Germany (12 weeks)

as part of the IAESTE (The International Association for the Exchange of Students for Technical Experience) Programme

At the beginning of third year I was unsure if I should get an Engineering related job for the coming summer or go travelling abroad. After hearing about IAESTE, I realised it was possible to do both. IAESTE provides international, paid and relevant technical work experience to students undertaking technical degrees.

I applied to the programme for the summer of 2015 and was successful in attaining an internship at the Fraunhofer IPK research facility in Berlin. Fraunhofer is Europe's largest application-orientated research organisation. While there I worked with a team of engineers researching diamond abrasive grinding of cemented carbide milling tools. Working in Fraunhofer provided me with excellent technical experience from a prestigious institution and gave me the chance to improve my engineering skills through working in a challenging environment.

The added bonus of the summer was that I got the opportunity to live away from home in an incredible city for 3 months. I was able to immerse myself in the German culture and way of living and I got the chance to meet and make friends with people from all over the world. Berlin is a very well connected city so I was fortunate in being able to do a lot of travelling at weekends to other parts of Europe.

**Advice for Students**

I would highly recommend a summer placement abroad to any student, my advice is not to be afraid to go for it. It will really help you stand out from the crowd when applying for future jobs and I guarantee you will have an unforgettable summer. Interested students should make use of the Career Development Centre to look for placement opportunities abroad and access to organisations like IAESTE.



**NAME**

Lillian Luo

**DEGREE** MSc Sport & Exercise Management (2015)

**EXPERIENCE** UCD

International - China Marketing Coordinator, Beijing

After I finished my MSc programme in UCD, I was offered a 3-month internship in the UCD International Global Centre – China Office as an Administrative Assistant, based in Beijing, China. I always wanted to do something that linked between China and Ireland, so this job was just right for me. It largely involved promoting UCD to Chinese students and parents, working with agents, visiting universities & high schools across China, attending education fairs etc. The knowledge I gained from the marketing and entrepreneurship modules in my MSc programme helped me a lot in this position. Also the group presentations at the end of each of my MSc programme modules benefitted me greatly, giving me more confidence in speaking in public and a better understanding of how to make my speech engaging.

Luckily, after this internship, I was offered a full-time job based in China by UCD International. This role involves a lot of travel around China, visiting universities and attending recruitment fairs. In the past few weeks I have visited cities such as Guangzhou, Shenzhen, Shanghai, Nanchang and Tianjin with UCD academics to promote UCD and build relationships. We arrange alumni receptions and offer holder sessions all over China. My specialism is social media marketing, and raising awareness of UCD on Chinese platforms such as Weibo and Weixin.

It is always exciting for me every time I come across unexpected challenges during university visits - that is what you get your experience from!



**NAME**

Kate Davies

**DEGREE** BBL – Bachelor of Business and Law (2014), MSc Supply Chain Management (2015)

**EXPERIENCE** Blue Book Stagiaire at the European Commission (2015-2016), Brussels

The Blue Book Traineeship is the European Commission's 5 month paid internship offered to citizens of all Member States and third countries (outside of the EU). Stagiaires are exposed to real hands-on experience in either one of the many Directorates General (DG) of the Commission or an Executive Agency or body of the institutions. During my traineeship, I worked within Directorate General GROWTH, Internal Market, Industry, Entrepreneurship and SMEs, on the topic of Public Procurement. This for me was a perfect match with my educational background - incorporating my legal knowledge, given the strong legislative framework behind public procurement and my knowledge of procurement and supply chain management gained throughout my master's programme.

Both the working environment and the city of Brussels itself immerse you in an extremely multi-cultural environment and open your eyes to so many languages, cultures and backgrounds. When finding yourself at the heart of Europe during times of crisis such as those I experienced there (i.e. the refugee crisis & Brexit) you really begin to see the work that the institutions do and the impact decision makers have upon Europe as a whole. It's a great experience to see things first hand and even contribute to issues which affect Europe and beyond.

During my time in the Commission, I was exposed to a wide range of work tasks. As a native English speaker I was also in high demand from a number of Units for linguistic checks of various official documents which allowed me to create an even wider network.

**Advice for Students**

While the traineeship is one of the most competitive in the world with an extremely high calibre of applicants - don't undervalue your own attributes and application. For overseas or institutional applications - being a native English speaker has already given you a foot in the door.

## Useful websites

**UK:**

- [www.targetjobs.co.uk](http://www.targetjobs.co.uk)
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.jobs.ac.uk](http://www.jobs.ac.uk) (PhD students)

**Overseas:**

- [www.iaeste.org](http://www.iaeste.org)
- [www.aiesec.ie](http://www.aiesec.ie)
- [www.eujobs.ie](http://www.eujobs.ie)
- [www.eu-careers.eu](http://www.eu-careers.eu)

- [www.ec.europa.eu/stages](http://www.ec.europa.eu/stages)
- [www.gradmalaysia.com](http://www.gradmalaysia.com)
- [www.gradsingapore.com](http://www.gradsingapore.com)
- [www.jetprogramme.org](http://www.jetprogramme.org)
- [www.epik.go.kr](http://www.epik.go.kr)

- [www.lawcareers.net](http://www.lawcareers.net)
- [www.ibec.ie](http://www.ibec.ie)
- [www.enterprise-ireland.com](http://www.enterprise-ireland.com)
- [www.linkedin.com](http://www.linkedin.com)
- [www.phdjobs.com](http://www.phdjobs.com)

# INTERNSHIPS: A STEPPING STONE TO SECURING THE GRADUATE JOB YOU WANT

**A key factor in achieving your career ambitions is gaining experience through an internship. So when will you start looking?**

## Is there a difference between a Work Placement and an Internship?

Not really. Work Placements and Internships are effectively the same thing. The terms are loosely applied to any formal, structured work experience. Companies tend to advertise positions that are specifically for students as either placements or internships; whereas the term internship or graduate programme is normally used for internship programmes designed for graduates. The company may use different terms to describe what's on offer so check any information provided before applying or making contact.

## Why do an Internship?

Doing an Internship is a great opportunity to **enhance your CV and develop relevant skills** to make you 'stand out from the crowd' when it comes to getting your graduate level job.

It's also a great way to try something out before making a longer term commitment to a specific career area, as well as an opportunity to **develop your network**, which can prove invaluable when job-hunting.

An internship is also one means of attaining a graduate position in a company - they are increasingly being used by companies as a key graduate recruitment tool.

## Finding your Internship

- Apply for **advertised** internships (for example via job search sites or University notice boards) or
- Make **speculative** applications, i.e. send a tailored CV and cover letter directly to companies that you are interested in. Many students have been successful in securing internships in this way.

If undertaking an internship as part of your programme of study, talk to your School before making contact with any companies; there may be specific programme requirements relating to internships that you need to know about.

The UCD Career Development Centre

can help you to identify companies that you are interested in applying for and also provide assistance with your applications.

## What opportunities are there on campus to meet with companies or organisations?

- **Skills Workshops/Internship Recruitment Presentations** – hundreds of companies visit campus during the year. Use the opportunity to learn about the company first hand, to network and to ask about internship possibilities. Register with the Career Development Centre to receive notices of visits and events in advance by visiting our website and login with your UCD Connect details and follow us on Facebook & Twitter.
- **Internships Fair**  
As well as the general recruitment fairs we hold in September/October each year (see page 5), the UCD Career Development Centre also hosts an Internships Fair each February. A wide range of organisations attend all these fairs, providing a great opportunity to talk directly with companies

about their internship and other job opportunities and to get tips on their application processes. Remember that many companies hire across a wide range of disciplines.

## Top tips for finding an internship

- **Start early** – competition can be fierce so you should start looking in semester 1.
- **Do your research** – use all the resources available to you to identify major employers in your area of interest. You have nothing to lose by making an application, so don't be afraid to think big.
- **Be persistent** – you may need to submit many applications before you are successful.
- **Use your network** – do you have any contacts who might be able to help you in your search? Can you find out if there are any current or former students who work or have worked in some of your target companies?

## How do I get the most from my internship?

- Be clear about what you want to get from your internship
- Be flexible and seek out opportunities to do new things
- Have realistic expectations
- Don't be afraid to ask questions
- Get feedback
- Follow up



At Deloitte, we encourage applications from all degree disciplines and offer over 120 opportunities each year through our summer internship programme or university work placement programmes. We look for well-rounded individuals who are passionate about making an impact every day through meaningful value-added work. We see an abundance of the key skills and qualities that we look for at Deloitte in UCD students, such as leadership, collaboration, creativity, problem solving and much more!



**Jennifer Magill, Graduate Recruiter, Deloitte**



## Internships Fair

Every year in February, the UCD Career Development Centre hosts an Internships fair. A wide range of organisations from across a variety of sectors take part. This is a great opportunity to find out about the exciting opportunities on offer and network with employers.





GAIN VALUABLE CONTACTS



**NAME** Conor O'Toole  
**DEGREE** MSc Physics specialising in Space Science and Technology, 2015  
**INTERNSHIP** NASA Ames Research Centre, USA (10 weeks)

As part of my degree, I had to complete a summer internship in the space industry. I applied, and was fortunate enough to be selected, for an Irish Research Council funded placement at NASA's Ames Research Centre in California. Working on asteroid detection using small satellites, I got the opportunity to apply all of the skills obtained in my Masters on a problem at the forefront of the space industry. This was an amazing experience, both extremely challenging and hugely rewarding.

**Highlights**

Aside from the obvious highlight of being able to work at NASA, the experience and contacts I gained gave me the perfect start to my career. With greater experience working in large teams, on active research problems, I gained a significant advantage over other graduates without such experience.

**Advice for students**

Don't be afraid to apply for, or take on a project a little outside of your wheelhouse. I had little experience of asteroid detection, but in fact probably learned much more from the internship as a result. At such an early stage of your career, having a broad set of skills is a great advantage. Take your CV and any personal statements or cover letters to the UCD Career Development Centre well before your application deadline. The tips I got there improved my documentation significantly, and I think that's what made me stand out from other applicants.

PUT YOURSELF OUT THERE



**NAME** Evelyn Garland  
**DEGREE** BAgrSc Food & Agribusiness Management (4th year)  
**INTERNSHIP** Irish Farmers Journal (3 months) and National Dairy Council (8 months)

I worked with the Irish Farmers Journal (IFJ) for 3 months (Jan- March) and The National Dairy Council (NDC) (March-Sept). I applied for both positions through vacancies posted by UCD.

Both internships showed me how much I am looking forward to working after my degree. The IFJ gave me further knowledge of the agricultural industry which was helpful as I'm not from a farming background.

The NDC placement was based on promoting and marketing dairy to consumers. This placement was the most important as it gave me an idea of my career path after my degree.

**Highlights**

I was chosen as Managing Director for the Taste of Dublin 2015, the 4 day food festival. This position held a lot of responsibility.

**Advice for students**

Choose a placement related to what you want to do after college. Put yourself out there - once you step outside your comfort zone you'll be surprised to see what you can achieve. By putting myself out there I got those internships and more recently a job upon graduation in an industry I am very passionate about.

Ask the UCD Career Development Centre for advice on contacting the appropriate businesses for internships you're interested in. They can also advise you on building your CV.

CHALLENGE YOURSELF



**NAME** Gareth Molloy  
**DEGREE** BSc Economics & Finance (3rd Year)  
**INTERNSHIP** Capnua Corporate Finance, Dublin (10 months)

I took the option to do an academic internship and make my degree four years rather than three, so as part of this I am, at the time of writing, working in Capnua Corporate Finance in Dublin on a 10 month internship.

Capnua specialises in Mergers & Acquisitions, Raising Finance and Refinancing and Restructuring. During my time here I have got a broad experience working with a number of businesses in a wide range of sectors. Completing my internship in a smaller firm has helped me get more responsibility as well as getting to work with senior management on a day-to-day basis.

**Highlights**

Being involved in the sale of a business from start to finish was a great experience. Seeing the ongoing negotiations over the price and terms of the sale really helped me understand how exactly businesses are valued and what makes a business valuable.

Working with a client to pitch for a multi-million euro investment from a private equity (PE) firm was also an intriguing job. After all aspects of the business were rigorously examined and numerous meetings with the PE firm, our client successfully raised the finance and it was great to see a job I had worked on get some publicity at the end of it all.

**Advice for students**

Do an internship where you know you'll get good responsibility and be challenged throughout your time there. Think about where you'll get the best experience to kick-start your career.



Many employers consider recruiting candidates who have proven their abilities during a work placement to be a more reliable way of employing graduates.

The Graduate Market in 2016  
 High Fliers Research

Useful websites

- [careersconnect.ucd.ie](http://careersconnect.ucd.ie) (UCD Career Development Centre online vacancies portal)
- [www.gradireland.com](http://www.gradireland.com) (internship opportunities at major Irish and multinational organisations)
- [www.iaeste.org/students/](http://www.iaeste.org/students/) (international internship opportunities for science and engineering students)
- [www.aiesec.ie](http://www.aiesec.ie) (international student society providing a wide range of internship opportunities)
- [www.europeanmovement.ie](http://www.europeanmovement.ie) (european internship opportunities)
- [www.idaireland.com](http://www.idaireland.com) (useful company search function for identifying organisations in a particular sector)
- [www.prospects.ac.uk](http://www.prospects.ac.uk) (internship opportunities at major UK and multinational organisations)

# GRADUATE STUDY

**A postgraduate qualification could improve your career prospects. It's also a big commitment, so it's important to ensure you're choosing the right course, for the right reasons.**

## Is Graduate Study for you?

– consider the following:

- What is your motivation for graduate study?
- Are you genuinely interested in the subject you're thinking about studying?
- Will completing graduate study help you achieve your career goals?
- What are the employment prospects for graduates of the programme?
- How will you fund your studies?

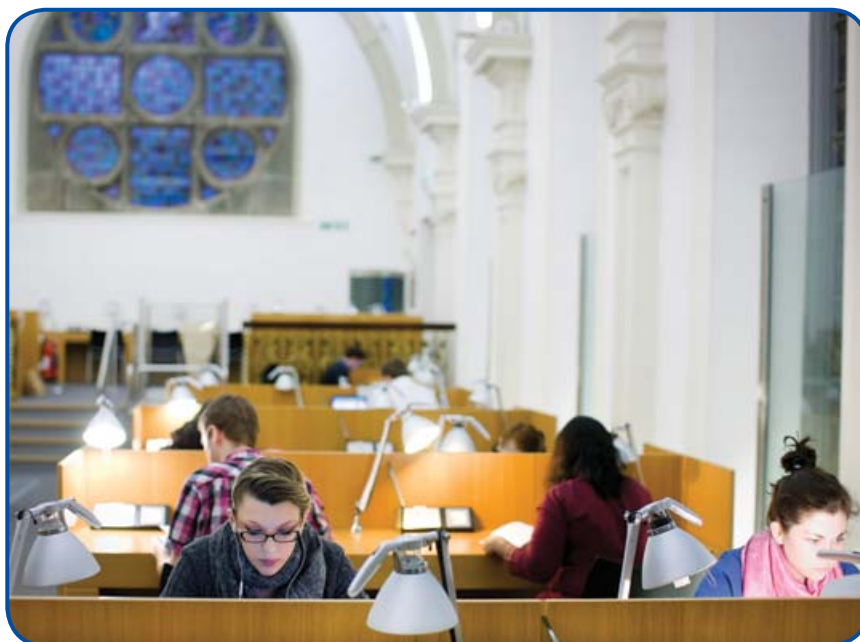
Graduate programmes can be taught or research-based and can range from a one-year graduate diploma or masters to a PhD taking three years or more. Conversion courses are generally one-year taught postgraduate courses that allow graduates to 'convert' to a new discipline.

Students undertake graduate studies for many reasons, usually because study:

- may be essential for entry to professions such as teaching, medicine, accountancy
- allows students to train for a new career, for example, undertaking conversion courses in computer science where there is a strong job market.

For some courses, applications will also take your second year or penultimate year results into account, so if you know that you want to enter a profession where further study is required, it's advisable to focus on your grades from the first year!

The UCD Career Development Centre has a range of resources to help you research graduate study and funding options. See [www.ucd.ie/careers/furtherstudy/](http://www.ucd.ie/careers/furtherstudy/).



## Where can I explore courses?

Some websites to help you find graduate courses in your area of interest:

- [postgradireland.com](http://postgradireland.com) – Official course directory for Ireland and Northern Ireland
- [www.prospects.ac.uk](http://www.prospects.ac.uk) – UK-based careers and courses website
- [www.targetpostgrad.com](http://www.targetpostgrad.com) – Course directory for the UK
- [www.internationalgraduate.net](http://www.internationalgraduate.net) – International course directory
- [www.findamasters.com](http://www.findamasters.com) – International master's degree directory
- [www.eunicas.ie](http://www.eunicas.ie) – Application support service for European universities.

### Graduate study at UCD

UCD is a good place to start your course research. The university's six colleges provide Ireland's widest range of taught and research graduate courses. Visit [www.ucd.ie/graduatestudies](http://www.ucd.ie/graduatestudies) for more information or contact: [graduatestudies@ucd.ie](mailto:graduatestudies@ucd.ie) tel: +353 (0)1 716 4043

### Study internationally

This can be a valuable addition to any CV, but applying for graduate study overseas can be time-consuming. For example, studying in the USA usually takes around 18 months to set up. University fees for some European countries are low. Some countries (e.g. Germany, the Netherlands, Sweden and

Finland) currently aim to attract students from elsewhere through English-speaking courses and scholarships for foreign students. More information can be found on [www.findamasters.com](http://www.findamasters.com) or on [www.eunicas.ie](http://www.eunicas.ie) (fee involved).

### Paying your way & funding your graduate studies

Further studies can mean significant financial investment and it's worthwhile checking out if you are eligible for any funding support, scholarship or university award. Make contact directly with the university and enquire whether there are any other sources of funding available. Ensure you check deadlines for applications and leave enough time to draft a winning submission!

We have compiled a list of useful websites which offer information on funding available. See [www.ucd.ie/careers/furtherstudy/](http://www.ucd.ie/careers/furtherstudy/) for information on further study funding options.

### How we can help

UCD Career & Skills Consultants can help students to decide which type of graduate study is best suited to them, provide access to information on funding options and offer in-depth support to students on writing personal statements – critical if you are to maximise the success of your applications. There is an extensive range of reference literature at the UCD Career Development Centre to support your plans to study locally, nationally and internationally.

COMPETITIVE EDGE



**NAME**

Sarah Killeen

**DEGREE** BSc in Physiology and Pharmacology (2014), Masters in Business & Biotechnology (2015)

I chose to pursue postgraduate study in order to give myself a competitive edge in terms of employability. Specifically, I chose the MSc in Business and Biotechnology as I was interested in diversifying my skills and knowledge so that I would have a well-rounded education before embarking on my career.

I have been particularly impressed with how relevant and applicable the course content is. For example, students undertake a viable business plan in the summer and receive hands-on training from the National Institute of Bioprocessing and Research Training.

The course differs from my undergraduate degree in that there is more emphasis on developing skills that will be relevant in professional life, hence there is more group based learning, continuous assessment and presentations, as well as a module on professional career development. In addition to these skills, I have developed a strong commercial awareness that will be invaluable to me in any career path.

**Advice for Students**

When writing a personal statement: be specific, original and honest, avoid clichés and sweeping statements. Don't forget to elaborate on what you wish to gain from the course, and how it relates to your plans for the future. Academic achievement is only one component of the application – what else makes you stand out?

Reach out and make use of the Career Development Centre in UCD, at all stages of academic life. It's an invaluable resource and there's a wealth of knowledge and information available, from finding a starting point in career planning to executing a flawless application or CV.

CAREER PROGRESS



**NAME**

Ruth Galvin

**DEGREE** BSc in Engineering Science (Electrical Engineering) (2014), Masters in Electrical Energy Engineering (2015)

Having completed my Bachelor of Engineering Science in UCD, the Electrical Energy Engineering Masters in UCD offered a natural progression to deepen my knowledge and skills for the Electrical Energy and Power Systems sector. For me, the Masters programme struck

the perfect balance between taught modules, self-directed research, and an internship programme. Within the two year course I got the opportunity to undertake a six month Internship with Arup Consulting Engineers in Dublin, which provided invaluable work place experience and facilitated networking in the industry.

The thesis is both a challenging and rewarding aspect of the programme and provided me with the scope to tackle a very topical issue in the Power Electronics field, and work with members of the Electricity Research Centre in UCD. The Masters programme provided a platform for a choice of graduate positions for 2015 graduates. In September 2015 I joined the

Power Systems Study team in ESB International on a three year graduate programme.

**Advice for Students**

The Career Development Centre in UCD was a very beneficial service to have access to during my time in UCD. When applying for both internships and graduate positions, assistance was available for compiling a CV and for interview preparation. One service that proved most useful was booking to have a mock interview with a member of the Career Development Centre team. They offered constructive feedback in a low stress environment and it provided great experience for the real thing!

YOUR FORWARD PLANNING, STEP BY STEP

**12–18 months ahead**

- Research your area of interest and the courses available.
- Identify all online/offline material about course and possible funding sources.
- Attend open days where possible to deepen knowledge.
- Talk to industry professionals and previous students.

**9–12 months ahead**

- Refine your course choices in order of preference.
- Put your application together: this may involve personal statements, academic references and transcripts, so give yourself enough time to prepare these documents.
- Investigate any sources of funding support.
- Use the expertise of the UCD Career Development Centre: ask a consultant to cast a final look over documents.

**6 months ahead**

- Focus on final exams and projects: ensuring you put your efforts into achieving the best possible final grade will enhance your likelihood of securing a place on the course of your choice.
- If you have been offered a place at this point, return any formal acceptance documentation that may be required.
- Breathe a sigh of relief!



# THINK BUSINESS START-UP

**Do you have a great idea or have you spotted a gap in the market but are not sure how to get it off the ground? Be inspired by Seán Greif, who founded Moontour, an exciting new organisation which aims to make learning Irish as fun as it can be.**

**D**id you know that there are lots of supports available to help budding entrepreneurs? So, take that first step and start looking at how you can set up your own business. Before you start, be inspired by Seán Greif (BComm - International with Irish 2010, CEMS MIM 2013, Certificate in Innovation, Entrepreneurship & Enterprise with UCD Innovation Academy 2015).

Seán founded Moontour last year, Dublin's first Irish Language Adventure Centre that runs school tours, summer camps and corporate outings. In Moontour's first 6 months, they won a Bank of Ireland Startup Award and Seán was a county finalist at Ireland's Best Young Entrepreneur and winner of UCD Innovation Academy's Victoria Award.

### How did you come up with the idea?

Moontour was born out of a problem more than an idea. I have spent over 20 years of my life learning Irish, however while living with a remote tribe in the Brazilian Amazon, I learnt Portuguese in 6 months. While working as a glacier guide in Patagonia, I learnt Spanish in 5 months. The difference in my own learning practice motivated me to create our unique "Adventure Learning" experience that allows students to engage with Irish in a fun and effective way.

### What are the key skills that have contributed to your success?

I think it is important to find strength in your own experience and interests, and use that to create a competitive advantage. Everything you've been involved in offers a different learning opportunity, and the better you become at applying your own unique skill set, the more you will stand out from the crowd.

I personally believe that important traits for success in business, start-up or otherwise, are honesty and dependability,



Seán Greif (centre) with Karl Rice and Hannah Leonard from Moontour

resilience and a strong belief in your organisational mission.

### What is it like being your own boss?

Being your own boss can be quite challenging, but it allows you great flexibility. My favourite thing is that it is easy to implement new ideas quickly.

In Moontour, my role as founder contrasts sharply with that of a traditional boss. I answer directly to our customers (both parents and students) and my primary role is to support my team so that they perform to the best of their ability.

### What are the challenges you have faced?

Challenges mean that your business is growing and every one is a great learning opportunity. To overcome them, I suggest to try to use your weaknesses as strengths. Not as big as your competitor? Position yourself as more specialised or use the opportunity to provide excellent service. Starting with a small (or non-existent) team? Use this as an opportunity to personalise your business and get to understand your customers and their needs in depth. And always allow yourself enough time to overcome any challenges you face, just in case another one drops in your lap.

### What are the highlights to date?

For me, the biggest motivator, even before starting Moontour, was to see the impact of my work. Moontour is revolutionising the way we perceive Irish, and fostering a real love for the language among our students. Our focus is to move away from classroom-based learning and show students that Irish can be fun, relevant and easy.

### Do you have any advice for people starting out or considering setting up their own business?

Go for it and don't be afraid of failing. It is an excellent learning experience and no matter what happens you will be

more valuable in the marketplace for all the knowledge you will gain. Make sure you're on top of time management and cash flow at all times.

And make sure it is fun! To really stand out, you need to be doing something you love. That also includes giving yourself time off and ensuring that that you don't neglect yourself, your family or your friends.

### Contact your local Enterprise Board:

Dun Laoghaire-Rathdown County Enterprise Board (DLRCEB) is your 'local' enterprise board if you are a UCD student. The Board works with aspiring entrepreneurs and provides complimentary supports which can help you to acquire new skills, access specialist advice and receive training. See [www.dlrceb.ie](http://www.dlrceb.ie).

## Where to start

For aspiring entrepreneurs, there is a wealth of helpful resources just a few clicks away:

- NovaUCD: [www.ucd.ie/innovation/entrepreneurs/](http://www.ucd.ie/innovation/entrepreneurs/)
- Erasmus for Young Entrepreneurs: [www.erasmus-entrepreneurs.eu](http://www.erasmus-entrepreneurs.eu)
- Business Access to State Information and Services: [www.basis.ie](http://www.basis.ie)
- Enterprise Ireland: [www.enterpriseireland.com](http://www.enterpriseireland.com)
- Inter Trade Ireland: [www.intertradeireland.com](http://www.intertradeireland.com)
- Irish Investment Network: [www.irishinvestmentnetwork.ie](http://www.irishinvestmentnetwork.ie)
- J4b: [www.j4bgrants.ie](http://www.j4bgrants.ie)
- Irish Student Entrepreneurship Forum: [www.iseef.ie](http://www.iseef.ie)
- [www.smallbusinesscan.com/](http://www.smallbusinesscan.com/)
- Also check out your bank's business start-up web pages, and your local area partnerships and local Enterprise Centres, which are excellent for networking opportunities and supports.

# NETWORKING FOR SUCCESS

Make the most of opportunities to meet with employers. These include:

- Attending Recruitment Fairs
- Attending Employer events/presentations on campus
- Attending the UCD 'Skills For Working Life' programme (see page 24)
- Participating in Study Visits (for students of Business and Law programmes only, see page 24)
- Entering a student competition (see page 25)

The UCD Career Development Centre organises a wide range of recruitment fairs and employer presentations throughout the year, which are beneficial to students at all stages of their studies. These events are an excellent opportunity to meet face-to-face and develop links with potential employers. You might want to ask questions about a particular career or role or find out more about the company culture and the type of people who work there. Companies may also bring along recent graduates who work with them and who can give you a helpful insight into applying for and securing roles and what their day-to-day work entails.

The key to making the most of these opportunities is to be prepared and



proactive, and to network and follow-up with potential employers. Effective networking may lead to you securing employment or an internship, and for an employer these events enable them to secure graduate talent to add value to their workplace.

By taking advantage of on-campus recruitment events from your first year at UCD, you can build a more extensive network of contacts, make informed decisions about the career pathway you would like to follow, and capitalise on opportunities that are presented.

So, how can you use these events effectively?

## Top tips for successful networking at recruitment fairs and employer presentations:

- **Do your research in advance**  
Prior to the event, research the companies you're interested in to find out more

about their business and the sector in which they operate. For example, read the company pages on LinkedIn, follow them on Twitter, and look at their most recent company accounts for useful information including their markets and development plans. Doing your homework on companies attending will enable you to target and impress those that are of particular interest to you.

### • Dress for success

Present yourself effectively and demonstrate self-confidence and enthusiasm.

### • Speak up!

This is your opportunity to speak directly to graduate recruiters. Networking for success is about you taking the initiative. Be open, friendly, and prepared to talk about what you have to offer. Bring some copies of your CV with you, as recruiters may ask you for it. Be realistic – highlight roles you are aware of that fit with your qualifications, skills and experience but remain flexible and show willingness to consider other roles that the recruiter may think are a good match for you.

### • Build relationships and follow up

Collect business cards from the employers you meet. Email them or contact them through LinkedIn the following day and thank them for their time. You may wish to contact them periodically for updates on the business, positions available and for advice when making applications and preparing for interview, but ensure not to contact them too much as this may work against you.

### Dates for your diary

The table to the left highlights some of the key recruitment events organised by the UCD Career Development Centre. This is not an exhaustive list of events. There will be numerous other recruitment presentations and networking events taking place on and off campus. For up-to-date information on what's on, log into [careersconnect.ucd.ie](http://careersconnect.ucd.ie) regularly and keep a regular eye on the 'Events' section of our website at [www.ucd.ie/careers/events](http://www.ucd.ie/careers/events). You can also 'like' us on Facebook and follow us on Twitter and LinkedIn to receive regular updates on recruitment events.

## Key UCD recruitment events in 2016/17

EVENT	TARGET AUDIENCE	DATE
<b>Business, Finance &amp; Management Recruitment Fair</b>	Students from any discipline interested in a career in business, finance or consulting	Tuesday 27 September 2016 O'Reilly Hall Belfield Campus
<b>Science, Engineering &amp; Technology Recruitment Fair</b>	Students from science, engineering and computer science	Wednesday 28 September 2016 O'Reilly Hall, Belfield Campus
<b>Professional Services – Audit, Tax &amp; Management Consultancy</b>	UCD Michael Smurfit Graduate Business School students only	Tuesday 4 October 2016 Main Foyer Smurfit School/Blackrock Campus
<b>Law Recruitment Fair</b>	Students from any discipline interested in a legal career	Wednesday 5 October 2016 Astra Hall, Student Centre Belfield Campus
<b>Finance, Marketing, Management, Supply Chain, iBusiness, International Business, HRM &amp; Business Analytics</b>	UCD Michael Smurfit Graduate Business School students only	Friday 7 October 2016 Restaurant Smurfit School/Blackrock Campus
<b>Internships Fair</b>	All students	Wednesday 1 February 2017 Astra Hall, Student Centre Belfield campus



## SKILLS FOR WORKING LIFE PROGRAMME

The UCD Career Development Centre developed the Skills for Working Life programme (open to UCD students at all levels) to provide an insight into the key skills employers indicate students need to recognise, develop and relate effectively to the graduate workplace. Topics include interactive sessions on areas such as leadership, projecting a professional image, team work, preparing for and undertaking applications, interviews and assessment centres effectively.

The course comprises eight informal and interactive sessions delivered by leading graduate recruiters, generally running weekly from early February to early April. During these sessions, students are able to ask questions and interact with recruiters.

Students who attend a minimum of six sessions will be awarded the UCD Career Development Centre non-credit

bearing Certificate in Skills for Working Life. The Certificate will also be recorded on students' Diploma Supplement which forms part of your final transcript from UCD. You can register for this programme at [careersconnect.ucd.ie](http://careersconnect.ucd.ie). Don't forget to 'like' UCD Careers on Facebook and follow us on Twitter to receive regular updates.



I thoroughly enjoyed the UCD Skills for Working Life course and found the information invaluable. The exposure you get to recruiters from top companies and the chance to get their tips and pointers on what employers are looking for is so helpful. Each week covers a different topic, from CV's and graduate applications, to how to handle assessment centres and Skype interviews. I feel a lot more confident about job applications and my future career now. I would highly recommend this to any final year students; I think attendance should be obligatory.

Caoimhe Dunne, BA International Psychology (final year)

## LONDON STUDY VISITS FOR STUDENTS OF BUSINESS AND LAW PROGRAMMES

The UCD Career Development Centre organises the annual Corporate Finance and Consulting London Study Visit and the Corporate and Commercial Law London Study Visit, typically for pre-final year students on Business and Law programmes.

Students get the opportunity to network with recruiters and employees in large firms in the City of London and to experience the work of City financial institutions, investment banks, consultancies and legal firms first hand. The week-long trips also provide opportunities for students to learn about application processes and how to prepare for interviews and assessment centres, as

well as a chance to experience what it's like to work in a large City firm.

In September 2015, the Corporate Finance and Consulting trip included visits to meet representatives from Morgan Stanley, ICAP, Goldman Sachs, Bloomberg, Boston Consulting Group, Barclays and Citigroup. The Corporate and Commercial Law trip in March 2016 included visits to Allen & Overy, Clifford Chance, Jones Day, Norton Rose Fulbright and Slaughter and May.

A London Study Visit briefing will be arranged for relevant students by your UCD Career & Skills Consultant in advance of Study Visit application/ booking dates.



I got the opportunity to see what it would be really like to live in London and work in fast-paced environments. I also got to make useful contacts in the various firms and of UCD Law alumni living in London.

UCD student on Corporate & Commercial Law London Study Visit, March 2016



The study visit exceeded my expectations. It gave an insight into the finance and consulting industries, an insight into City life and the organisational cultures of London firms, skills development in case studies, presentations and networking, and overall was an extremely enjoyable experience.

UCD student on Corporate Finance and Consulting London Study Visit, September 2015



### Job Search websites in Ireland

- [www.gradireland.com](http://www.gradireland.com)
- [www.irishjobs.ie](http://www.irishjobs.ie)
- [www.irishtimes.com/jobs](http://www.irishtimes.com/jobs)
- [www.jobs.ie](http://www.jobs.ie)
- [www.linkedin.com](http://www.linkedin.com)
- [www.recruitireland.com](http://www.recruitireland.com)
- [www.activelink.ie](http://www.activelink.ie)
- [www.ucd.ie/careers](http://www.ucd.ie/careers)



# STUDENT COMPETITONS

**Enter a student competition:  
A great way to develop skills,  
network with employers and  
stand out from the crowd!**

**G**raduate employers seek out ‘top talent’ by organising competitions which engage students in projects and provide an opportunity to showcase skills and abilities. Student competitions can help you to enhance your CV, develop and demonstrate your skills to a potential future employer, allow you to perform a ‘test run’ in an assessment centre and provide opportunities to network with employers or to win a prize or an internship.

There are many annual competitions particularly popular with students which include:

- Alltech Innovation Competition
- CIMA GLOBAL BUSINESS CHALLENGE
- Deloitte’s Top Technology Talent Competition
- Enactus Ireland National Competition and Enactus World Cup
- gradireland National Student Challenge
- National Student Media Awards
- The Undergraduate Awards
- Zurich Enterprise Challenge

Keep yourself informed on upcoming competitions by visiting our UCD



UCD’s Bronagh Kearns (on left) who finished in first place at the 2016 gradireland National Student Challenge.

Career Development Centre online blog/newsletter at [ucdblogs.ucd.ie/careers](http://ucdblogs.ucd.ie/careers) and by following UCD Careers on Facebook, Twitter and LinkedIn.

UCD student Bronagh Kearns tells us about her experience of winning the gradireland National Student Challenge ([challenge.gradireland.com](http://challenge.gradireland.com)) below.

## gradireland NATIONAL STUDENT CHALLENGE

**NAME** Bronagh Kearns

**DEGREE** BAFS (Hons) Actuarial and Financial Studies [3rd Year]

### What was involved?

The gradireland National Student Challenge is an event aimed at finding Ireland’s most employable undergraduates. It involved a combination of an online qualifying element in the form of an aptitude test, and a final day of challenges hosted by 6 graduate employers in UCD’s Quinn School of Business. The online challenge required speedy yet accurate answers to 3 of its elements, and was finished with a personality quiz. The top 60 scorers were then selected for the final day.

### Highlights

Although the final day is of course a competition, the challenges are designed in such a way that they are fun. It was very easy to forget the adjudicators when I was tasked with dressing in a hazmat suit for one particular challenge, or whilst locked in a debate for another. The competition is conducted in teams, so it was also a great opportunity to meet students from other universities, as well as networking with the employers involved at the end of the day.

### Advice for Students

I would definitely advise students to participate in the gradireland National Student Challenge.

The qualifying element takes just 40 minutes of your time and it is an excellent addition to your CV, even if you don’t reach the final 60. As regards the final day, it’s definitely more important to work well with your teammates and have a positive attitude, rather than getting caught up in the competitive aspects. After all, the employers are looking for the team work and communication skills that you can bring to the workplace. Overall, participating in the gradireland National Student Challenge is a unique opportunity to demonstrate your skills to some of Ireland’s largest employers, as well as having a laugh with your teammates, with some fantastic prizes thrown in!



# FINDING WORK THROUGH SOCIAL MEDIA

**Knowing how to effectively manage social media while finding a graduate job is becoming an increasingly important skill.**

Facebook, Twitter and LinkedIn are now part of everyday life. We use them to socialise, keep up-to-date with our friends, contacts and relatives; and increasingly, we're using them to find work and to develop our careers. It's important to manage both the professional and personal sides of social media well, and to realise that social media can be both a friend and a foe in job search.

The most common social media platforms are:



- **LinkedIn** – the most well-known professional networking site, focused on career development. Joining LinkedIn allows you to build your professional profile and CV online, to build your network, and to find out more about career sectors and industries. See page 27 for more details.



- **Facebook** – used mainly by individuals, however, it has become increasingly used by businesses and organisations as a marketing, networking, consumer service and recruitment tool.



- **Twitter** – very popular in the business and marketing world, where it's commonly used as a realtime news, networking and marketing feed.



## Social Networking – the rules

### 1. Be professional:

- LinkedIn gives you the opportunity to outline your professional experience and direct employers to the information you'd like them to see. See page 27 for more details.
- Don't put an inappropriate or unprofessional photo on your Facebook or Twitter account. Remember, even if your profile is private, people can still see your photo.
- Think about what you're posting and how you may come across to potential employers.
- Don't lie – employers will soon notice any discrepancies between what's on your CV and your online profile.
- Check your email address and username: is it professional?

### 2. Protect your privacy

- Learn how to use privacy settings to limit the visibility of your profiles and control who sees your posts.
- Remember anyone can view your present and past tweets. Don't be afraid to show your personality but keep it professional.
- Keep an eye on what others post to your wall and your tags. These privacy settings are easy to control on Facebook and Twitter.

### 3. Google yourself

- Most employers will at the very least search for your name in Google. You might be surprised about what shows up.
- Set up a Google Alert for yourself at [www.google.com/alerts](http://www.google.com/alerts)

### 4. Don't forget to follow UCD Career Development Centre at:

- /ucdcareers
- @UCDCareers
- /ucdcareers

## Searching for jobs and employers

Using social media can help you learn a lot more about an organisation and its culture.

- **LinkedIn:** Set up your profile and begin networking and directing potential employers to it. Search for job titles and see other people's career paths. Identify sector-specific groups to join and participate in. Read company pages to gather useful statistics about potential employers.
- **Twitter:** Follow companies and employees you're interested in, as well as good jobsites.
- **Corporate blogs and profiles:** Follow these to keep on top of up-to-date market issues and news.
- **Employee blogs and profiles:** Many employees tweet and blog as individuals - find their blogs or Twitter accounts via LinkedIn or their company website. Following these can give you a more in-depth insight into a company's culture and staff.

# BUILDING A POSITIVE ONLINE PRESENCE WITH LinkedIn

**Students and recent college graduates are LinkedIn's fastest-growing demographic. Darain Faraz, Head of Global Consumer Communications with LinkedIn in London, shares his top ten tips for students and recent graduates looking for their first job.**

## 1. Make your LinkedIn profile as complete as possible

- Completed profiles are seven times more likely to be viewed with a photo on their profile. Not only will a complete profile make it easy for employers to see that you are the type of person they are looking for, but it also looks more trustworthy. The same goes for adding a profile picture – it is easier to relate to someone when you can put a face to the name...just keep it professional.

## 2. Make your experience work for you

- If you're looking for your first job, chances are you've little to no experience that is directly relevant; but that does not make the experience you do have invalid. Chances are you've used skills, such as time management, organisation, team work and flexibility, in other areas – so highlight when you've used these 'transferable skills' under past part-time jobs, volunteering or even extra-curricular activities.

## 3. Make the most of headlines

- Your headline gives you the opportunity not just to sum up who you are but what you want, e.g. 'a mathematics undergraduate seeking a financial advisory internship for the summer' is more relevant to an employer than simply 'Currently studying for a Fashion BA at XYZ', and makes you more likely to be found through searches of the site.

## 4. Make it easy for them to find you

- You need to think about how someone is likely to come across your profile – consider what recruiters are likely to search, and fit this into your profile. Look through job descriptions of roles you want to pick up on the kind of language and any words that they use, and pepper them throughout your profile; it will improve your visibility, not to mention making you look like a great fit for the role.

- Additionally, recommendations are a great way for students to showcase their skills and qualities to prospective employers.

## 5. Show you're REALLY interested

- LinkedIn offers 'Content Channels' for different industries. Following a Channel (e.g. My First Job, Online Advertising) will both show you have a genuine interest and help keep you updated on any news and hot topics within the industry. Likewise, most companies have 'Pages' on LinkedIn that they update with any news or links to articles concerning their industry. Follow companies in your industry, particularly ones you'd like to work for.

## 6. Build your network

- It's an unwritten rule that 50 is the minimum number of contacts needed for a successful LinkedIn profile – but that's no reason to give up if you fall below the mark. Send requests to everyone you know on LinkedIn (including family, friends, past teachers etc.) and include a link to your LinkedIn page in your e-mail signature so people you are talking to can find you. Hold on to any business cards you are given – maybe at a careers fair – and try and find these contacts too. When requesting to connect, keep it personal instead of the standard message LinkedIn can send – it helps forge a relationship.

## 7. And use it

- Once connected, begin building relationships with contacts by beginning

a conversation. A great way to do this is always to ask questions – how they got involved in their field or something specific about their profile or a past project - most people are flattered when asked for advice. It is also worth messaging contacts explaining what you are looking for, asking if they may know anyone relevant they could introduce you to or just for general advice.

## 8. Get involved in groups

- The more involved you are, the more your visibility improves. A great feature of LinkedIn is 'Groups'. They exist on all number of things including industry specific, entry-level specific, job-type specific etc. Look for ones in your preferred industry, (to gain a greater insight into it), and groups designed for recent graduates and students. Some companies post opportunities on these and it is a great place to ask for advice.

## 9. Look out for opportunities

- When looking at any job posts on LinkedIn, for students or graduates looking for their first job, remember to see if you have any connections with the company or connections in common. It is always worth sending them a message if you are thinking of applying, asking for advice or even an introduction to someone else within the company. Just make sure you've done your research first, and ask insightful questions – not ones you could easily google.

## 10. Research, research, research

- LinkedIn provides you with a unique opportunity to research as much as you can about the people in a company before your interview. You can even look for your interviewer. If nothing else, the interview could be far less daunting if you know what the interviewer looks like before you go in. Weird, but true.

In a nutshell... be proactive, and be brave. As with any job search, you have to put yourself out there to get the most out of LinkedIn.





# BE SMART WITH YOUR APPLICATION



**Tara Cahill, Talent Acquisition & Employer Brand Manager at Lidl, gives some insider advice on pitfalls to avoid and practices to observe to make sure your application is successful.**

As the economy continues to recover, competition remains high for graduates seeking to land a place on a graduate programme or to secure that all-important first job. As recruiters continue to implement procedures to filter the CVs they receive, the challenges for graduates have increased. If you don't set about the application process correctly, and put plenty of thought into it, there is a real chance that your application won't even be considered. So this makes a difficult job more difficult! However, if you know what the recruiter is looking for and what to expect, you can give yourself the best chance of succeeding.

If you're submitting an application online, write the answers into a word document first and take plenty of time to read over them. This will give you time to consider your answers before putting them on to the online system. Also, use the available help, and talk to the UCD Career Development Centre about how they can help you and what to watch out for.

**Always remember your CV is your first impression in the recruitment process. Ensure that it is accurate and well presented. Don't be afraid to ask for advice and most importantly be yourself.**

UCD BComm Graduate (2014), Evanna McGrath, Talent Acquisition and Employer Brand Consultant, Lidl Ireland



## **Avoid basic errors**

This applies to whatever form your application is taking, whether it's an online application or the more conventional CV and covering letter. Whatever you're submitting, ensure you get it proofread and checked by someone else before you submit it. Basic things such as company names spelled wrongly and other spelling and punctuation errors are spotted immediately by recruiters and will ensure your CV makes the fast-track to the rejection pile.

## **Knock-out questions**

If you're filling in an online application form, you may come across a question that is designed to eliminate a certain amount of applicants. For example: do they have a 2:1 degree or higher. If you answer 'no' to this and the job description requires a 2:1, then you will be automatically eliminated from the selection process.

## **Show your knowledge**

Essay questions on application forms are a great way of showing your knowledge of the industry and the role and what's involved. If a question asks 'what do you think is the most exciting development in your discipline in the last 12 months?', you will need to have done your research, so make sure you submit a thoughtful and concise answer that will give you the opportunity to stand out.

## **Ask for advice**

As I've said before, attention to detail is hugely important and cannot be overstated. Again, use the advice available online, make an appointment with a Career & Skills Consultant in the UCD Career Development Centre and talk to others who have successfully gone through the process. Advice is free and listening to advice and putting as much thought and research into the application process as possible is the key to your job hunt being a successful one.

# CVS THAT HIT THE MARK (AND ONE THAT DOESN'T)

## Use your CV to market yourself effectively and maximise your chances of success

**W**hen applying for a job you need to connect your education, skills and experiences to the employer's requirements. Employers use different methods of application. Some have online application forms while others will ask you to submit a CV and cover letter. Make sure that you comply with their preferred method, and whatever the format, market yourself effectively.

If your application doesn't hit the mark you will not get an interview, so you need to articulate why you are the best person for the job and what makes you stand out from other candidates. In your application you will need to present specific information about yourself that illustrates how you match up to the employer's criteria.

In Ireland, most employers accept a CV and cover letter in response to an advertised position or as a speculative application. Getting your CV into shape is a key task if you are planning to apply for graduate jobs, internships, or even part-time work. In this section you will find information on how to structure your CV and what sort of information to put into it.

### What format should I use for my CV?

There can be conflicting advice on how a CV should look and the truth is there is no one format or approach that will work for all applications. While the most common format is the traditional chronological CV, there are other kinds, such as the skills-based and academic CV, which may be more suitable depending



on your experience or chosen career pathway. Accepted formats also differ from country to country.

By researching the company, making use of your contacts and consulting a Career & Skills Consultant, you can

find out what the optimal format is for your application. The key to writing a strong CV is being aware of your unique selling points and communicating them effectively, so using a CV template is not a good idea.

## At a glance

There are a number of other resources available to you, for example:

- Attend a CV workshop run by the UCD Career Development Centre. Check out [www.ucd.ie/careers](http://www.ucd.ie/careers)
- Have your draft CV reviewed by a Career & Skills Consultant.
- Online resources can be found at:
  - [www.ucd.ie/careers/students/onlineresources](http://www.ucd.ie/careers/students/onlineresources)
  - [www.gradireland.com](http://www.gradireland.com)
  - [www.prospects.ac.uk](http://www.prospects.ac.uk)
  - [www.targetjobs.co.uk](http://www.targetjobs.co.uk)
- [www.prospects.ac.uk](http://www.prospects.ac.uk) (internship opportunities at major UK and multinational organisations)

And here's how not to do it...

Unfortunately people often get it wrong and employers see all kinds of CV blunders. Making a silly mistake or writing something inappropriate is the quickest way to get your CV thrown in the bin. Josephine Bloggs has not been having much success with her graduate job applications and when you look at her CV you can see why...

Writing 'Curriculum Vitae' at the top of your CV is unnecessary. Your name should be the title.

Curriculum Vitae  
JOSEPHINE BLOGGS

PERSONAL DETAILS

Address: 32 Glenomena Student Residences, UCD, Belfield, Dublin 4  
 DOB: 12/01/1995  
 Gender: Female  
 Marital status: Single  
 Telephone: 086 8875412  
 Email address: drunkenmunkey@hotmail.com

Career Objective

I am a hard-working, dedicated, enthusiastic, ambitious and driven Science student. I am seeking a challenging career in a stimulating industry. I would be a **huge** asset to any company I join as I have a lot to offer personally and professionally. I know I can change your organisation for the better.

Education

University College Dublin  
 2013-2016  
 Bachelor of Science

Ballymahon Community School, Trim, Co. Meath 2006-2013

Leaving Certificate: Higher Level – English (B3), Irish (B1), French (B1), Maths (A2), Physics (B3) Ordinary Level – Chemistry (A1)

Junior Certificate: Higher Level – English (A), Maths (B), French (A), History (C), Geography (C), Business studies (B), Science (A), Spanish (C)

Employment History

Little Rascals Playschool, Trim, Co. Meath Assistant Summer 2013

- Involved in day to day running of playschool
- Administrative tasks
- Excellent multi-tasking skills developed
- I <3 children and I really enjoyed this job! Lol

TechLabs, Clondalkin, Dublin 16

May – Sept 2014

- Working in the lab
- Assisting supervisor with clinical tests
- Doing research
- Data entry of results 4 d lab team

Key Skills Profile

- Communication
- Teamwork
- Problem solving
- Emotional Intelligence
- IT
- Planning & Organising

Interests & Achievements

- Secretary of Scientific Society
  - Took minutes
  - Helped to organise the 'Weird Science' drinkfest 2014
- UCD ladies hockey team
- Won several matches
- St Vincent de Paul
- Watching TV
- Walking my god
- Making new friends

References available on request

When it comes to font the best option is to keep it simple. Use Times New Roman, Arial or similar. Avoid 'Word Art', coloured fonts and decorative effects – you want the recruiter to focus on the content of your CV, not be distracted by the formatting.

The personal details section of your CV should contain contact details only. You do not need to include details of gender, date of birth or marital status.

Make sure you use a professional-sounding email address. An employer is unlikely to hire a 'drunken monkey'!

Career objectives can be helpful but it can be quite difficult to write a good one. This example manages to be both vague and arrogant and is likely to irritate rather than enthuse a potential employer. You may find that your covering letter is a better vehicle for highlighting your key strengths relative to the role.

Josephine has left out a lot of relevant information about her degree. She could include relevant modules, her grades, or her expected grade at graduation and details of any thesis or group projects that she has completed.

In the education section you only need to go back as far as your Leaving Certificate (or equivalent).

Avoid text speak at all costs! Emplrs h8 it!

Make sure you use spell check! Many recruiters will throw a CV in the bin if they spot spelling mistakes or grammatical errors.

Employment history should be in reverse chronological order, i.e. the most recent job should come first.

A tailored key skills profile can be great way of highlighting the skills that you would bring to the job. However, it is not enough to simply list skills – you need to provide evidence for each, i.e. how you have developed that particular skill.

This description of responsibilities and skills developed is very vague and tells the employer little about what Josephine actually did and learned in this role. It is not enough to say that you developed excellent multi-tasking skills. You need to state how these skills were developed or demonstrated, i.e. provide evidence.

Remember that spell check doesn't catch everything! You need to proofread several times, and ideally ask somebody else to proofread, to ensure there are no typos.

Avoid listing interests that are very generic as they say little about you as an individual.

If you have held a position of responsibility in a campus club or society, make sure you highlight this in your CV. The recruiter may not know what the role involved so you need to state this clearly, making reference to key achievements and the skills that you developed. Be strategic in the achievements that you highlight and how you describe them. It might be advisable to exclude mention of the 'drinkfest'.



# ANATOMY OF A COVER LETTER

How can you create a cover letter that complements your CV?

**M**any people overlook the cover letter and only include a CV in their application. This is a lost opportunity, as a well-written cover letter can greatly enhance your ability to market your skills and attributes effectively.

Two common mistakes that people make when writing cover letters are to produce something that is little more than a cover note or taking it to the opposite extreme by reproducing the entire content of their CV in letter format. Neither of these approaches will go down well with recruiters. It is essential that your CV and cover letter support and complement each other.

Take a look at the example cover letter shown here: we have drawn your attention to key features and highlighted the information that should be included.

You should always try to address your letter to a specific person. This sounds a lot better than "to whom it may concern" or "Dear Sir/Madam". You can often find a contact name on the organisation's website or by phoning their HR department.

2 River Road  
Clontarf  
Dublin 3

17 March 2017

Mr. T. Collins  
Head of HR  
Greenfoods  
44 Main Street  
Dublin 1

Dear Mr. Collins,

I would like to apply for the position of trainee commercial manager as advertised on the UCD Career Development Centre website. I am a final year student of French at University College Dublin and expect to complete my studies in May 2017 with a 2:1 honours degree. I enclose a copy of my CV for your attention.

I have researched your website and your graduate management scheme and feel that I am a strong candidate for your commercial manager programme. My experience of working part time at Marks & Spencer introduced me to work in a commercial environment where teamwork and customer care were vital in meeting sales targets. I was an active member of my team and found working to targets motivating, challenging and enjoyable.

I was also successful in securing a summer internship at Tesco where I had the opportunity to undertake projects such as allocation of floor space to new displays and supervising staff at tills and on the shop floor. I had to use my skills in leadership and teamwork and, at times, persuasion to get all the work completed on time with limited resources. My ability to influence and communicate effectively was successful when I received permission from my manager to introduce a promotion of fair trade products which had not been as successful as expected. Seeing my ideas take form on the shop floor was very rewarding and I knew I had made a difference to the success of the store when we recorded a 20 per cent increase in sales. I am particularly drawn to your company because of your stated commitment to sourcing local, ethically produced products on as many product lines as possible.

I have been an active member of the UCD Student French Society and have organised a range of events and activities such as fundraising for charity and organising a careers event for language students in partnership with the UCD Career Development Centre.

I hope that I have demonstrated the drive, commitment and enthusiasm for this challenging programme. I have direct retail and business experience which will help me make an effective contribution to Greenfoods upon appointment.

I look forward to hearing from you. Please note that my final-year exams take place in the first two weeks of May 2017.

Yours sincerely,

Sarah Murphy

Sarah Murphy

The first paragraph should cover who you are and why you are writing. You need to clearly state the job that you are applying for and draw attention to the fact that you have attached your CV.

It is important that you do your research. In your cover letter you need to demonstrate to the employer that you have gone to the trouble of finding out who they are, what they do and what it is like to work for them. The company's website is a useful resource but you should also try to attend recruitment presentations/open evenings, visit their stand at the careers fair and talk to employees.

You need to 'sell' yourself effectively, highlighting how your skills, experience and attributes make you the right person for the job. Provide tangible examples and evidence – don't just list a series of qualities.

Synthesise your key points and sign off politely. If you have exams coming up and will not be available for interview during this period you can mention the exam dates.

Explain why you want to work for the employer – what is it that attracts you to them? Again, this is an opportunity to show that you have done your research.

You can draw attention to extra-curricular activities and achievements if you feel they provide evidence for relevant skills.

# ASSESSMENT CENTRES

**E**mployers use a variety of methods to select the best graduates at assessment centres, which can range from a half day to two days in length. Knowing what to expect and being well prepared will help you to perform well. Find out what the format is and research the role well, and pay close attention to the skills and attributes outlined in the job description - this is what you are being assessed on!

Any of the following may form part of your assessment:

- Psychometric tests
- Team exercises or group work
- Case studies
- In-tray exercises
- Presentations
- Individual or group interviews
- Social activities

### Psychometric tests

These can be numerical, verbal or abstract reasoning tests. The best way to prepare is practice and you can do this by completing the 'Test yourself' section of Profiling for Success on [www.ucd.ie/careers](http://www.ucd.ie/careers).

## HOW WE CAN HELP

The UCD Career Development Centre offers advice on assessment centre preparation tips and techniques. Pop into the UCD Career Development Centre for information or some one-to-one advice from a Career & Skills Consultant.

You can also find lots of useful hints on our website at [www.ucd.ie/careers/students/findajoborinternship](http://www.ucd.ie/careers/students/findajoborinternship) and [www.gradireland.com](http://www.gradireland.com).



### Group work

This may take the form of a group problem-solving exercise, for example. The thing to remember is that you are being assessed on how you work with others, how you persuade and influence. Assessors will look at how you interact with others and if you think logically around a problem, so don't be too domineering but don't be too shy either. The key thing is to get involved and try to relax and be yourself.

### Case studies

This usually involves a written scenario about a company or a client where you (on your own or in a group) must analyse information/identify root causes to a problem and then propose solutions or recommendations. Read the questions first so you know where you have to get to, think about the context of the company, and have realistic and straightforward answers with practical solutions.

### In-tray exercises

This task is designed to see how you would prioritise work. You will be given

a laptop and, under time pressure, you are asked to deal with many incoming emails and asked how you would action or prioritise these. The key is to remain calm, and take a logical approach. There may not be a correct answer in many cases, but you must ensure you can explain the reasons for your decisions.

### Presentations

Prepare well if you know in advance what you are being asked, practise what you want to say, keep to the time limit (do not go over!) and be calm and confident. Aim for a clear logical structure, speak at a steady pace and look at your audience, smile and connect with them. Be ready to be asked questions at the end.

### Social activities

Many assessment centres also include social activities/meals out where, although you won't be formally assessed, you should use the opportunity to meet as many representatives and recent graduates as you can. Be yourself, engage in conversation and resist the temptation to drink too much. This is also your opportunity to find out all you can about the organisations, so ask questions and be enthusiastic!

# INTERVIEWS

An interview can be a nerve-racking experience but remember, it is as much about you finding out if you want to work with the employer as for them to find out if you are a good 'fit' with their organisation. Research the job and the organisation thoroughly and prepare well so that you are confident and knowledgeable.

## What to expect

The most common type of interviews are:

### First round interviews

Usually conducted face to face but sometimes are done via telephone, Skype or even automated interview (check out sonru.com for more tips). Prepare well by doing extensive research about the company and the role, know what you want to say and have good examples ready to demonstrate how you meet the requirements of the job. The interviewer also wants to see that you are enthusiastic, capable and motivated so make sure this comes across!

### Second round interviews

Usually involve two or more senior employees, one of whom may be your direct manager should you be successful. They are interested in how well you will fit into their team and the wider department. As always, preparation is so important.

### Panel interviews

Panel interviews may consist of three or more interviewers. You should make eye contact with all the panel members, initially with the person asking you the question, but be sure to glance around the table at all the interviewers to engage and connect with them. They will all have set questions to ask so be aware of this and don't spend too long giving detailed answers but be clear, concise and to the point. Greet everyone with a smile and a handshake on the way in and also thank everyone individually on your way out.



### Telephone and video interviewing

This form of interviewing is becoming much more common and usually occurs early in the selection process. Prepare as you would for a face-to-face interview –however, there are certain extra considerations:

- Control your environment. Prevent any potential disturbances including phones and alarms. For video/Skype interviews make sure there is enough lighting so they can see you clearly, and that the background is tidy/professional. Check the camera angle, so you're in the middle of the screen and your eye contact is central. Look at the camera when answering, rather than at the screen.
- Wear interview clothes to help you look and feel professional.
- Even if the interviewer can't see you, sit up straight, smile and speak enthusiastically. Good posture will also make it easier to breathe and will make your voice sound clearer and more confident.
- Check the technology in advance. If you don't use Skype regularly, try some practice conversations with friends.
- Memory aids – while you may have summary notes available, use them well and seamlessly so they don't make your answers sound unnatural or result in long pauses or rustling sounds as you look through your papers.
- See page 34 for information on 'Interview Questions'.

### INTERVIEW PREPARATION



I have benefited immensely from UCD Career Development Centre advice and continuous support, which is available to all UCD students and graduates. Their one-to-one appointments with the Career & Skills Consultants helped me a lot on preparation for my interviews and my success in being offered a position as a Management Consulting Analyst with Accenture.

I would urge all students to stay in touch regularly with the Centre through their website and attend their on-campus recruitment events. In particular, I'd strongly recommend doing the Skills for Working Life programme, which also brings a unique opportunity to engage with some high profile graduate employers in a friendly atmosphere and to get their tips on applications and interviews.

**Ryan Kennedy**  
Master of Engineering Management (MEM) Graduate  
Management Consulting Analyst, Accenture





# INTERVIEW QUESTIONS

The interviewers will want to know about you, your motivation, your education and experience, your competencies and skills. They will expect you to understand the job, and be knowledgeable about their organisation and the context in which it operates.

Therefore you can prepare for many key questions you are likely to be asked such as:

- Why do you want this job/ why did you apply?
- Tell me about yourself? (give a 90 second overview of your CV emphasising key information – practise to get it right!)
- Why did you choose your course?
- What are your strengths and development areas? (turn any ‘weaknesses’ into positives by demonstrating self-awareness, but also what you have done to improve any weakness to date so that your example ends on a positive note)
- What do you know about our organisation?

You may also be asked **Competency-Based Questions**. These are questions where the employer is looking for evidence that you have demonstrated certain competencies (e.g. Teamwork, Leadership, Problem-solving, Initiative, Working under pressure etc.) in the past. The premise is that if you have done so before you will do so again. For example you may be asked questions such as:

- Describe a situation where you have worked effectively as part of a team?
- Give an example of when you have worked to a tight deadline?
- Describe a recent problem you have had to solve and how you went about this?

A great way to answer these questions and provide the evidence the interviewers are looking for is to use the STAR method. The STAR method gives a great structure for your answers and ensures you provide the complete and detailed information the interviewer wants.



## Carol Hunt (Head of Talent Acquisition EMEA – Kerry) shares her interview tips

### Before the interview

- Get the Job spec or as much information as possible about the role – including what the daily activities include! Contact HR or the Hiring Manager for this – they’ll be impressed with your pro-active approach.
- Evaluate which **competencies** and **skills** are required to competently perform these duties – more than likely your interviewer will look to assess your competence in these areas – so prepare some sample scenarios you can use at interview.
- Spend some time researching the company online – avoid memorising facts and figures from the website and instead look at their most recent company accounts and review markets and opportunities that are highlighted for the year ahead. You will need to demonstrate a keen interest in the company and the sector in general.
- Prepare a 1-2 min overview of your CV which you can use as your introduction.
- Check if you know anyone working in the company for any tips or guidance. LinkedIn can be useful here, particularly if you can highlight a connection – like you’ve both done the same course. Most people are really accommodating – they were once where you are!
- Check with UCD Career Development Centre – have the company been on campus and delivered any presentations? Generally these companies share really useful advice and interview tips.
- Try to arrange a mock interview with a Career & Skills Consultant – bringing as much information as possible on the role along with you.

### During the interview

- Make a good first impression by offering a confident handshake, smiling, making good eye contact & dressing smartly.
- Listen carefully to what you are being asked, and if necessary pause to compose your thoughts or ask for clarification.
- Provide a thorough answer to the question you are being asked and be prepared to be grilled on the detail – your preparation comes in here (remember STAR).
- Avoid giving irrelevant information or going off on a tangent – also do not be afraid of silence!
- Maintain good posture – don’t slouch or fold your arms.
- If asked about your weaknesses, use an example that you turned into a strength and explain how you achieved this.
- If asked something unexpected, stay calm, compose your thoughts and think about how you can relate your answer to what they may be looking for.
- Have one or two questions prepared - you could ask about the team structure, induction training, typical duties and next steps.
- Thank the interviewers and try to close off by saying how much YOU WANT THE JOB!

### After the interview

- Reflect on your performance - what went well and what didn’t go so well.
- If you were unsuccessful ask for feedback – try to take something positive from the experience and remain optimistic.

## The STAR Method of answering a competency-based question

### S – Situation

Paint a picture of the example you are going to use.

### T – Task

Describe your objective or goal (and mention any consequences of not achieving it).

### A – Actions

This is the crux of the answer. It is imperative that you explain how you formed the actions, and focus on what you personally did, avoiding ‘we’.

### R – Result

Briefly describe the positive outcomes/result of your actions.

# JOBS AND COURSE PROVIDERS

**Leading employers and course providers with vacancies who want to hear from you, plus sources of help about specific careers.**

**T**he following pages contain information on job, internship and training opportunities available from some of the larger graduate recruiters.

The UCD Career Development Centre hosts recruitment fairs, presentations and one-to-one sessions with a range of employers – giving you the chance to meet recruiters face-to-face, find out more about their industry and get advice and inside information to help you with your applications.

Find out who's coming in on the Events page at [www.ucd.ie/careers/events](http://www.ucd.ie/careers/events), and follow us on Facebook, Twitter and LinkedIn for up-to-date news.

Hundreds of employers advertise their vacancies with us on Careers Connect, so login to your account with your UCD Connect details to search for a job or internship by industry area. Even if you're not looking yet, it's a good way to get an idea of what's out there and the skills sought by recruiters.

We also have sector-specific career booklets and details of Ireland and the UK's top graduate employers in our resource library, as well as graduate study and funding information.



**WHAT ARE YOU WAITING FOR?**

**Apply now and tell employers where you saw them first**



## Key:



Apply through gradireland or TARGETjobs



Read the InsideBUZZ



Visit on campus



Vacation schemes



Graduate schemes



[gradireland.com/employers](http://gradireland.com/employers)

**Aldi Stores (Ireland) Limited**

Limerick Road, Mitchelstown, Co. Cork, P67 EY88

**WEB** [www.aldirecruitment.ie](http://www.aldirecruitment.ie)

**SOCIAL MEDIA** [linkedin.com/company/aldi-ireland/](https://www.linkedin.com/company/aldi-ireland/); [facebook.com/AldIreland/](https://www.facebook.com/AldIreland/); [twitter.com/Aldi\\_Ireland/](https://twitter.com/Aldi_Ireland/); [www.youtube.com/user/AldIreland](https://www.youtube.com/user/AldIreland)

**MAIN LOCATIONS OR REGIONS** Nationwide

**AREAS OF ACTIVITY & JOB FUNCTION(S)**

No industry sector has as much exposure to and insight into the rhythms of Irish life as retail. As one of Ireland's fastest-growing retailers, Aldi is certainly one of the standout success stories of the Irish economy. We have a network of over 120 stores across the country and ambitious plans to open many more. We're continuing to grow at an exceptional rate, shaking up the retail landscape and changing how Irish families shop every day. As an international brand, our phenomenal success is being replicated in multiple countries across the world. There are more than 8,000 stores across Ireland, the UK, Europe, Australia and the USA bringing great quality and value to customers every day.

At Aldi, achievement is rewarded. Secure a place on our Graduate Area Manager Training Programme and you'll enjoy a remuneration package that is unsurpassed, including: full 12 month 'Structured Training Programme' which covers all aspects of the role; a starting salary of €61,000 rising to €95,750 after four years; a fully expensed Audi A4 from the day you join; prospects for secondment to Europe or further afield and a pension scheme, private healthcare and five weeks holidays.

**GRADUATES SOUGHT** Any discipline

**STARTING SALARY** €61,000 rising to €95,750

**PATTERN OF RECRUITMENT/CLOSING DATE** Continuous

**FORM OF APPLICATION** Online

**APPROX ANNUAL INTAKE** 15-25



**CHP Consulting**



[targetjobs.co.uk/employer-hubs](http://targetjobs.co.uk/employer-hubs)

Gillian Bray

**CHP Consulting**

Moor Place

1 Fore Street Avenue

London

EC2Y 9DT

**TEL** 020 7588 1800

**EMAIL** [gillian.bray@chp.co.uk](mailto:gillian.bray@chp.co.uk)

**WEB** [www.chp.co.uk/careers](http://www.chp.co.uk/careers)

**MAIN LOCATIONS OR REGIONS** Based in London with operations in the US, Australia, New Zealand and Europe.

**AREAS OF ACTIVITY & JOB FUNCTION(S)**

CHP Consulting helps asset finance companies improve their business performance by implementing our software - ALFA Systems - and applying our wide-ranging experience of the industry. Blue-chip clients such as Bank of America, Deutsche Bank, Société Générale and Toyota Financial Services have reaped the benefits of CHP's finest assets: our people.

You will begin your career either on a client site or based in the office and your first role will typically be software development. As you gain more knowledge of the business and technology, you will have increased responsibility in our business change implementation projects.

We only recruit people who we think will get on with each other, so the atmosphere is friendly and inclusive.

**GRADUATES SOUGHT** Any discipline

**STARTING SALARY** £40,000

**PATTERN OF RECRUITMENT/CLOSING DATE** Continuous

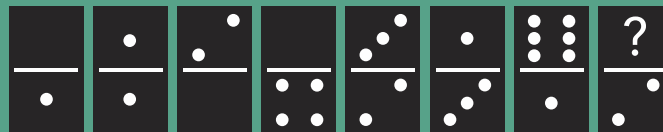
**FORM OF APPLICATION** Online

**APPROX ANNUAL INTAKE** 20-25

**VACATION WORK/COURSES** No



**CHP Consulting**



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WEB [www.crowehorwath.ie](http://www.crowehorwath.ie)

**MAIN LOCATIONS OR REGIONS** Dublin

**AREAS OF ACTIVITY & JOB FUNCTION(S)**

Crowe Horwath is a leading medium-sized accountancy and business advisory firm in Ireland. We are a member firm of Crowe Horwath International, the ninth largest accountancy network in the world.

We have a long and proud tradition in the training of graduate talent, providing a well rounded development programme that builds extraordinary careers. We are looking for enthusiastic and personable graduates, who are willing to learn, work hard and are driven to progress their career. We are interested in graduates from a range of backgrounds and academic disciplines looking to train as chartered accountants. Trainees may have an opportunity to gain experience in a number of service areas throughout their training contract.

If you are dedicated, work well under pressure and can rise to a challenge, we want to hear from you.

**GRADUATES SOUGHT** All degree disciplines

**STARTING SALARY** Competitive

**PATTERN OF RECRUITMENT/CLOSING DATE** Annual – closing date 31 October 2016

**FORM OF APPLICATION** Online at [www.crowehorwath.ie](http://www.crowehorwath.ie)

**APPROX ANNUAL INTAKE** 15

**VACATION WORK/COURSES** No



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Grace Walsh

**Davy Group**

Davy House, 49 Dawson Street, Dublin 2

TEL +353 (0)1 6149 160

EMAIL [Grace.walsh@davy.ie](mailto:Grace.walsh@davy.ie)

WEB [www.davy.ie](http://www.davy.ie)

**SOCIAL MEDIA** LinkedIn: [www.linkedin.com/company/16534](http://www.linkedin.com/company/16534);

Twitter: [twitter.com/DavyGroup](https://twitter.com/DavyGroup); Facebook: [www.facebook.com/DavyGroup](https://www.facebook.com/DavyGroup)

**MAIN LOCATIONS OR REGIONS** Ireland – Dublin, Cork, Galway. UK – Belfast & London

**AREAS OF ACTIVITY & JOB FUNCTION(S)**

Established in 1926, the Davy Group is Ireland's leading provider of wealth management, asset management, capital markets and financial advisory services. The Davy Group is headquartered in Dublin, with offices in London, Belfast, Cork and Galway. Employing over 650 people, we offer a broad range of services to private clients, small businesses, corporations and institutional investors, and organise our activities around five interrelated business areas - Asset Management, Capital Markets, Corporate Finance, Private Clients and Research.

At Davy, we seek to be the adviser of choice for our clients and a world-class leader in financial services. By harnessing the energy, talent and experience of our people, we have managed to deliver extraordinary results for our clients. Through the Davy Graduate Programme you will have the opportunity to work with and learn from some of the best and brightest people in the industry.

**GRADUATES SOUGHT** Business, Engineering, Economics, Finance, Maths, Actuarial, Law and IT

**STARTING SALARY** Competitive

**PATTERN OF RECRUITMENT/CLOSING DATE** 23 October

**FORM OF APPLICATION** Online

**APPROX ANNUAL INTAKE** 5–10 Graduate Programme.

Approx 50 Graduates annually into direct roles



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Graduate Recruitment and Trainee Development Team

**Dechert LLP**

160 Queen Victoria Street, London, EC4V 4QQ

TEL 020 7184 7000

EMAIL [Graduate.recruitment@dechert.com](mailto:Graduate.recruitment@dechert.com)

WEB [www.dechert.com/careers](http://www.dechert.com/careers)

**MAIN LOCATIONS OR REGIONS** Dechert LLP has 27 offices worldwide

**AREAS OF ACTIVITY & JOB FUNCTION(S)**

Dechert is a global specialist law firm with 900+ lawyers across 27 offices. Focused on sectors with the greatest complexities, legal intricacies and highest regulatory demands, we excel in delivering practical commercial judgement and deep legal expertise for high-stakes matters. In an increasingly challenging environment, clients look to us to serve them in ways that are faster, sharper and leaner without compromising excellence. We are relentless in serving our clients – delivering the best of the firm to them with entrepreneurial energy and seamless collaboration in a way that is distinctively Dechert.

Areas of practice include: banking; bankruptcy, business restructuring and reorganisation; capital markets; commercial; corporate; international dispute resolution; employment and partnerships; EU competition; financial services and investment management; intellectual property; investigations, white collar and compliance; private equity; real estate; international trade and government regulation; international and domestic tax; pro bono.

**GRADUATES SOUGHT** Any discipline

**STARTING SALARY** £45,000

**PATTERN OF RECRUITMENT/CLOSING DATE** Continuous

**FORM OF APPLICATION** Online

**APPROX ANNUAL INTAKE** 10 trainees

**VACATION WORK/COURSES** Yes

**FOR VACATION WORK APPLY BY** See our website for deadlines



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Clare MacEntee, Graduate Recruiter

**HedgeServ**

75 St. Stephen's Green, Dublin 2

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WEB [www.hedgeserv.com](http://www.hedgeserv.com)

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**MAIN LOCATIONS OR REGIONS** Dublin City (North & two locations South), Cork, Luxembourg

**AREAS OF ACTIVITY & JOB FUNCTION(S)**

We provide opportunities for graduates in three Dublin locations and Cork in Fund Accounting, Investor Services, Corporate Accounting, Compliance and IT. We attract graduates from academic disciplines such as accounting, business, economics and finance. Graduates can expect to be challenged in their role, developing valuable skills and designing a clear path for their career advancement. Our culture of excellence is underpinned by teamwork and everyone contributes to HedgeServ's success. Shortlisted in four categories in the 2016 gradireland Awards, we continue to build our support to our graduates with our tailor-made training programmes; tuition support; competitive benefits package; health and well-being programme; and sports and social activities. We are proud to have a HedgeServ graduate recognised as gradireland Graduate Employee of the Year 2016.

**GRADUATES SOUGHT** Finance, Accounting, Business, Commerce, IT, Law, Management, Arts

**STARTING SALARY** Competitive package

**PATTERN OF RECRUITMENT/CLOSING DATE** Continuous – ongoing graduate requirements. Find out more at: [www.hedgeserv.com/career](http://www.hedgeserv.com/career)

**FORM OF APPLICATION** Online form ([hedgeserv.com/career](http://hedgeserv.com/career)) / CV/Email/Post

**APPROX ANNUAL INTAKE** 100+

**VACATION WORK/COURSES** Yes

**FOR VACATION WORK APPLY BY** Ongoing. Find out more at [www.hedgeserv.com](http://www.hedgeserv.com)



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Sinéad D'Arcy

**Irish Distillers Pernod Ricard**

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**TEL** 01 212 9000

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**SOCIAL MEDIA** [www.facebook.com/jamesongraduateprogramme](http://www.facebook.com/jamesongraduateprogramme),  
[www.youtube.com/jamesongraduateprog](http://www.youtube.com/jamesongraduateprog), [www.twitter.com/jamesongradprog](http://www.twitter.com/jamesongradprog)

**MAIN LOCATIONS OR REGIONS** Head Office, Ballsbridge, Dublin; Bottling, Fox & Geese, Clondalkin, Dublin; Midleton Distillery, Cork

**AREAS OF ACTIVITY & JOB FUNCTION(S)**

Irish Distillers is part of Group Pernod Ricard and oversee the production, marketing and distribution of a number of Pernod Ricard brands including Jameson.

Jameson, Irish Distillers flagship brand, is experiencing phenomenal international growth. With Jameson achieving sales of over 5 million cases in 2015 and the investment of €200 million in a Distillery expansion and new Satellite Maturation site there has never been a more exciting time to join the team. Voted Most Popular FMCG Graduate Employer 2014, 2015 and 2016 Irish Distillers Pernod Ricard and the Jameson brand are key to kick starting a career in FMCG. Through two graduate programme offerings the company seeks to recruit, train and develop Ireland's top business, language and science graduates to work as part of the Jameson team. The Jameson International Graduate Programme offers graduates a real opportunity to learn key sales and marketing skills working as Brand Ambassadors in one of 42 available international markets. The Jameson Graduate Distiller Programme for Food Science and Process or Chemical Engineering graduates offers the opportunity to gain experience in the craft of making Jameson Irish Whiskey.

**GRADUATES SOUGHT** Languages, Marketing, Business, Food Science & Process or Chemical Engineering

**STARTING SALARY** €28,000

**PATTERN OF RECRUITMENT/CLOSING DATE** Annual

**FORM OF APPLICATION** Online application plus 2-minute video application

**APPROX ANNUAL INTAKE** 10-15



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Catherine McGurren

**KPMG**

1 Stokes Place, St. Stephen's Green, Dublin D02 DE03

**TEL** +353 (0)1 410 4264

**EMAIL** [catherine.mcgurren@kpmg.ie](mailto:catherine.mcgurren@kpmg.ie)

**WEB** [www.kpmg.ie/careers](http://www.kpmg.ie/careers)

**MAIN LOCATIONS OR REGIONS** Dublin, Cork, Galway, Belfast

**AREAS OF ACTIVITY & JOB FUNCTION(S)**

KPMG brings together business advisors from many different disciplines – working with clients in all sectors of Irish business providing a range of Audit, Tax and Advisory services. Our 80 partners and 2,000 people want you to achieve the very best in your career. Commencing it with KPMG gives you the opportunity to progress in professional services or as an industry leader. At KPMG, we are looking to recruit 280+ graduates with the drive and determination to succeed in a fast-moving business environment.

All of our trainees pursue the ACA qualification while training in our Audit, Tax, and Advisory practices. Regardless of your degree subject, if you have an interest in a career in business then we would be happy to hear from you. KPMG are proud to be crowned as gradireland's Most Popular Graduate Recruiter 2015 / 2016. To find out more about our graduate and student programmes please visit [www.kpmg.ie/careers](http://www.kpmg.ie/careers).

**GRADUATES SOUGHT** All degree disciplines

**STARTING SALARY** Competitive

**PATTERN OF RECRUITMENT/CLOSING DATE** Graduate Programme Wednesday 19 October 2016, Summer Internships in February 2017, Work Placements ongoing

**FORM OF APPLICATION** Online

**APPROX ANNUAL INTAKE** 280+

**VACATION WORK/COURSES** Summer Internships, Work Placements, KPMG International Case Competition and Insight Days

**FOR VACATION WORK APPLY BY** Online or contact [gradrecruitment@kpmg.ie](mailto:gradrecruitment@kpmg.ie)



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**LCP**

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London  
W1U 10Q

**TEL** 020 7432 2266

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**WEB** [www.lcp.uk.com/careers/graduate-opportunities](http://www.lcp.uk.com/careers/graduate-opportunities)

**MAIN LOCATIONS OR REGIONS** London and Winchester

**AREAS OF ACTIVITY & JOB FUNCTION(S)**

We offer a full range of actuarial and consulting services to a wide range of clients in the UK and internationally, including FTSE 100 companies.

We specialise in providing our clients with practical, bespoke and robust solutions, covering corporate pensions, strategic investment advice, general insurance consulting and specialist financial services including risk appraisal and business modelling.

One of the great benefits of working for LCP is the variety of projects you'll be working on and the range of tasks involved in completing them. For example, you could be helping with pension scheme valuations, monitoring investment manager performance or estimating the financial impact of a hurricane on an insurance company. You could be building a spreadsheet model, using innovative software developed in house, drafting letters to clients or writing reports. There are also plenty of opportunities for client contact, right from the start of your career.

**GRADUATES SOUGHT** Any discipline

**STARTING SALARY** Competitive

**PATTERN OF RECRUITMENT/CLOSING DATE** Annual

**FORM OF APPLICATION** online application form

**APPROX ANNUAL INTAKE** Around 30

**VACATION WORK/COURSES** Yes



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Graduate Recruitment Team

**PwC**

One Spencer Dock, North Wall Quay, Dublin 1, Ireland

**TEL** +353 (0)1 792 8550

**EMAIL** [ireland.graduate@ie.pwc.com](mailto:ireland.graduate@ie.pwc.com)

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[www.linkedin.com/company/pwc-ireland](http://www.linkedin.com/company/pwc-ireland)

**MAIN LOCATIONS OR REGIONS**

By choosing a career with PwC, you'll become part of the leading professional services firm in Ireland with over 2,000 people across our offices in Dublin, Cork, Limerick, Galway, Kilkenny, Waterford and Wexford. You'll also join a global network covering 157 countries and employing over 195,000 people worldwide. PwC is the 2016 Graduate Employer of the Year.

**COMPANY ACTIVITY & JOB FUNCTIONS**

Take on big business issues and complex commercial challenges. Boost the performance of all sorts of organisations. Work with and learn from experts. When you choose one of our three business areas, you'll learn and contribute more than you ever thought possible. We have graduate opportunities available in Assurance, Tax and Consulting. Undergraduate opportunities include Insight Days, Talent Academies, Placements and Summer Internships.

**GRADUATES SOUGHT** Any discipline

**STARTING SALARY** Competitive

**PATTERN OF RECRUITMENT/CLOSING DATE** 5pm Wednesday 19 October 2016

**FORM OF APPLICATION** Online application form

**APPROX ANNUAL INTAKE** 290

**VACATION WORK/COURSES** Yes

**FOR VACATION WORK APPLY BY** Open all year round and please see website for details



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WEB www.swissre.com/careers  
SOCIAL MEDIA LinkedIn, Twitter, Youtube

**MAIN LOCATIONS OR REGIONS** Headquartered in Zurich, Switzerland, Swiss Re serves clients through a network of over 60 offices worldwide.

**AREAS OF ACTIVITY & JOB FUNCTION(S)**

**About Swiss Re** Founded in 1863, Swiss Re Group is one of the world's leading wholesale providers of reinsurance, insurance and other innovative forms of insurance-based risk transfer. Our business at Swiss Re is about understanding and analysing the major risks that concern the world — from natural catastrophes to climate change, from ageing populations to cybercrime.

We combine experience with expertise and innovative thinking to create new opportunities and solutions for our clients. And we enable the risk-taking essential to enterprise and progress. This is possible with around 11,500 truly exceptional Swiss Re people across our group worldwide.

Our goal is to attract talented people from a broad range of disciplines and backgrounds and offer them a place to succeed. As a knowledge-based company, we consider four areas to be particularly important for this: we foster diversity and inclusion; we provide excellent development and training opportunities; we work to maintain favorable employee relations; and we offer competitive compensation and benefits.

**GRADUATES SOUGHT** All backgrounds

**STARTING SALARY** Competitive

**PATTERN OF RECRUITMENT/CLOSING DATE** Annual

**FORM OF APPLICATION** Online application, interview, assessment day

**APPROX ANNUAL INTAKE** 50 worldwide

**VACATION WORK/COURSES** Yes

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