

THE UCD CAREER GUIDE 2017/18



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

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Development Centre

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Belfield, Dublin 4
Email: careers@ucd.ie
Tel: **00 353 (0) 1 716 7574**
Web: 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
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Tel: **00 353 (0) 1 716 8830**

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 2017/18, 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, like us on Facebook ([/ucdcareers](https://www.facebook.com/ucdcareers)) and follow us on Twitter ([@UCDCareers](https://twitter.com/UCDCareers)) and LinkedIn ([/in/ucdcareers](https://www.linkedin.com/company/ucdcareers)).

We look forward to meeting you.

David

Dr David Foster, Director



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The background of the advertisement is a collage of images related to the Jameson brand and its graduates. It includes a bar scene with people, a woman holding a glass, a man in a suit, and a person in a distillery setting. The Jameson logo and 'THE OLD JAMESON DISTILLERY' are visible at the top.

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and Graduate Distillers to find out more



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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 2016/17 academic year, almost 400 employers participated in

a UCD on-campus recruitment event, from recruitment fairs to employer presentations. Five 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 5,200 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

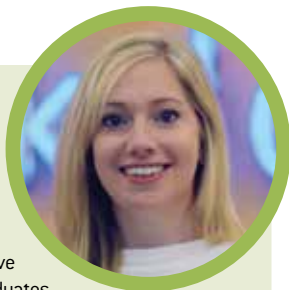
- **Engage** – Employers recruit students who make a difference – why not try out for Class Rep, or become a Peer Mentor or Campus Ambassador?
- **Connect** – Use opportunities to build your network and meet employers at the various campus events.
- **Employability** – Develop skills that will transfer 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



Hiring over 70 graduates per year, Workday believe it is these graduates, many of which have previously come from UCD, who pave the way for our future through the innovation and passion they bring. Having recently been announced as #1 in Ireland's Best Workplaces awards, we want to make sure we find the right calibre of talent to continue our unique culture and help propel us forward through our hyper-growth. UCD students have the drive and passion to join teams that are on the forefront of our business success, to make an impact and change the way people work. Our graduates get the chance to work with legends in the industry, as well as take part in the Generation Workday programme, which aims to develop our future leaders.

Maeve McSweeney, Senior University Talent Acquisition Partner, Workday – Dublin



As a large employer of graduates, KPMG places specific focus on attracting UCD students to the firm. At entry, we demand that graduates must be academically excellent and have great business awareness. The UCD students bring a holistic perspective, which is a valuable trait when it comes to issue resolution and relationship management, and we have found them to be 'employer ready' at interview. Each year we hire many graduates from a range of disciplines including Business, Law, Arts, Science, IT and Engineering and recruiting talented students from UCD is always a priority.

Paul Vance, Head of Resourcing, KPMG



An organisation is only as good as its people. That's why PwC seeks out the best and brightest students and graduates. Every year we hire UCD students on our Summer Internship programme, our Work Placement programme and our Graduate programme. We have UCD alumni in every part of our business from Partners through to Associates. We hire UCD students from all disciplines including business, accountancy, law, science, Arts and engineering. The students we recruit are enterprising, passionate, innovative and bright. They also have strong communication and interpersonal skills. These students are seeking an opportunity for personal and professional growth, the chance to experience new cultures and opportunities, and to make an impact. Students and graduates from UCD fulfill all of these requirements and we find that they thrive in PwC. We look forward to receiving applications from UCD for all of our programmes.

Niamh McInerney, Head of Graduate Recruitment, PwC



Key recruitment events in 2017/18

EVENT	TARGET AUDIENCE	DATE
Business, Finance & Management Recruitment Fair	Students from any discipline interested in a career in business, finance or consulting	Tuesday, 26 September 2017 O'Reilly Hall Belfield Campus
Science, Engineering & Technology Recruitment Fair	Students from science, engineering and computer science disciplines	Wednesday, 27 September 2017 O'Reilly Hall Belfield Campus
Professional Services – Audit, Tax & Management Consultancy	UCD Michael Smurfit Graduate Business School students only	Tuesday 3 October 2017 Main Foyer Smurfit School/Blackrock Campus
Law Recruitment Fair	Students from any discipline interested in a legal career	Wednesday 4 October 2017 Astra Hall, Student Centre Belfield Campus
Finance, Marketing, Management, Supply Chain, iBusiness, International Business, HRM & Business Analytics	UCD Michael Smurfit Graduate Business School students only	Friday 6 October 2017 Restaurant Smurfit School/Blackrock Campus
Internships Recruitment Fair	All students	Thursday 1 February 2018 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. 6,000 students graduated from UCD in 2016, 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 2016/17 academic year, almost 400 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 (/in/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.

International Opportunities & Destinations

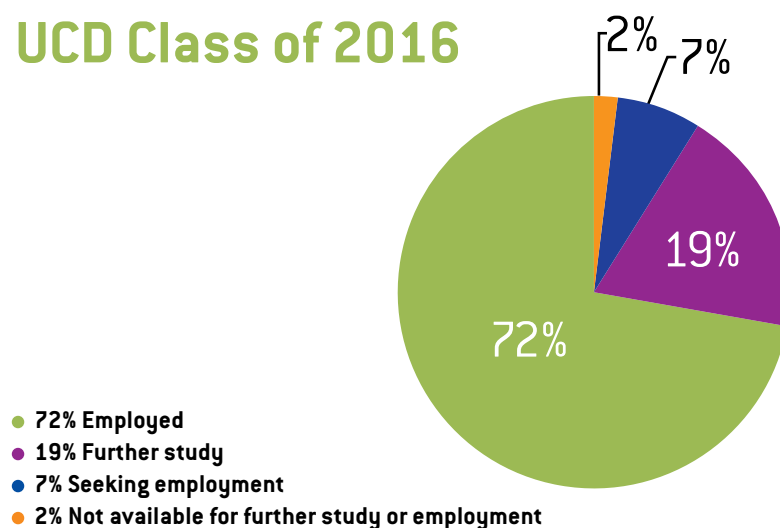
UCD places great emphasis on the internationalisation of the student experience, and preparing our students for employment and life that crosses borders and cultures.

So where can you find our UCD graduates of 2016 now? A sample of the countries they're working in includes Austria, Australia, Belgium, Belize, Brazil, Colombia, Canada, China, Congo, Czech Republic, Denmark, Ecuador, England, Ethiopia, France, Germany, Ghana, Hong Kong, Hungary, India, Indonesia, Iraq, Ireland, Israel, Italy, Japan, Jordan, Kazakhstan, Kenya, Kuwait, Luxembourg, Madagascar, Malaysia, Mexico, Myanmar, the Netherlands, New Zealand, Nigeria, Norway, Oman, Palestine, Portugal, Russia, Saudi Arabia, Scotland, Sierra Leone, Singapore, Spain, South Africa, South Korea, Sudan, Switzerland, Tanzania, Thailand, Turkey, Uganda, the United Arab Emirates, the USA, Vietnam, Wales and Zambia!



The graph below represents the most recent, and very positive, destinations statistics for the UCD graduating class of 2016. This reveals that of the graduates surveyed 9 months after graduation (77% response rate), 72% are in employment, 19% are in further study and 7% are seeking employment (with 2% not available for employment or study).

UCD Class of 2016



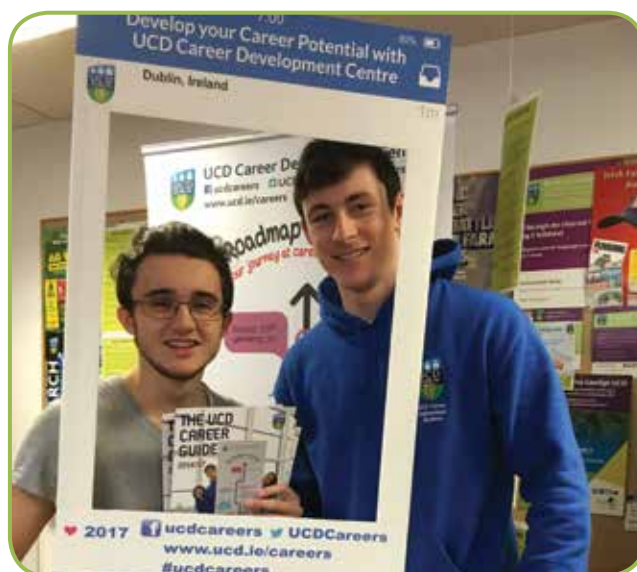
UCD CAREER DEVELOPMENT CENTRE TEAM

THE UCD Career Development Centre Team comprises a range of highly dedicated and experienced professionals including:

- A team of Career & Skills Consultants who partner closely with UCD Colleges & Schools
- Employer Engagement and Events staff
- Internships, Research Careers and Career Development Projects Management staff.



And don't forget to watch out for our UCD Career Ambassadors. Our Career Ambassadors are a team of UCD students who will be out and about across campus to help you find out more about Career Development Centre events, activities and services.



SEE OVERLEAF AND WWW.UCD.IE/CAREERS TO FIND OUT MORE ABOUT THE UCD CAREER DEVELOPMENT TEAM AND SERVICES – WE'RE HERE TO HELP YOU

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 for more details.

Services	What is it?	Who is it for?
'Quick Query' appointments	20 minutes with a Career & Skills Consultant. Make an appointment online on the day – offered Monday to Friday (see careersconnect.ucd.ie for details)	All UCD students
Guidance interviews	Further in-depth meetings may be arranged with a Career & Skills Consultant following an initial Quick Query appointment. Limited access.	All UCD students
Career management skills workshops/seminars & 'Skills for Working Life' programme	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 visiting employers. See www.ucd.ie/careers for details.	All UCD students
Recruitment Fairs	Opportunity to meet employers/graduate study providers offering courses, internship and graduate vacancies. Access advice and enhance your applications.	All UCD students
Employer recruitment presentations	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
Career/personal and professional development modules	Credit-bearing modules for specific programmes, addressing topics such as career options with your subject, and developing skills for employment.	Targeted groups
Study visits, e.g. annual London Corporate Finance & Corporate and Commercial Law trips	Opportunity to meet prospective employers at their offices and get a feel for what working in particular industries is really like.	Targeted groups
Online resources	On our website www.ucd.ie/careers , 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
Psychometric tests	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
CDC Resource Library	A wide range of information on different types of jobs and industries - drop in and have a look around.	All UCD students

Student Feedback



I found the "Prepare for your future career" module (SCI10040) very helpful and interesting. All the components are practical and will definitely be of help when leaving college and looking for a job afterwards. From psychometric testing to learning more about my personality to interview skills, I've discovered my strengths and how to improve on my weaknesses. A big part of the module is group work in class, which helps to improve team working skills. I find the assignments very doable and engaging. I would definitely recommend taking it as an elective.

Wiktorja Banach, BSc Veterinary Nursing student



You can read several articles regarding CVs and cover letters online but they will never be as good as the personalised advice you can get from experienced Career Consultants at the UCD Career Development Centre. They can give you an honest and professional opinion about your application material and can help you to truly refine them. If you want to increase your chances at job hunting, you should definitely visit the Career Consultants at UCD!

Viktor Eperjesy, MSc in International Management (CEMS MIM) student



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, and much more, on our website at 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 industry trends.



EXPLORING JOB PROFILES & COMPANIES



Ireland's official graduate jobs and careers website.



Match your skills and personality to 400+ job profiles on Prospects.ac.uk.



Find out what it's really like to work for over 445,000 companies. Think of it as 'TripAdvisor for jobs'.

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 find out about our recruitment fairs and sign up for our workshops, events and employer presentations!



GoinGlobal

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



CEI Internships USA

Offers individually verified information and resources to students seeking internships in the US.



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 /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!

1ST 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** 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!

2ND – 3RD 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** 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**



Your Roadmap to Success

Start your journey at careersconnect.ucd.ie!



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

GET INVOLVED!

Get involved and develop your career potential!

University life is not all about study – it's also about getting involved, whether 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 or UCD St Vincent de Paul Society www.ucdsvp.ie, and see Anthony Rowan'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.

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

Amy Hassett

DEGREE BSc in Physiology [3rd Year]

'Getting involved' at UCD has helped me to develop as a person, improved my social skills and has given me a great CV to show to potential employers.

In second year I volunteered to become an Access and Lifelong Learning Centre 'Student Leader', and through this I made great friends and developed my leadership, public speaking and team working skills. As part of this role, I sat on the 'Widening Participation Committee' as their 'students with disabilities' representative. It has been fascinating to see what changes UCD are implementing to make the college a more open and inclusive place for all students and amazing to be part of those changes.

I've also taken part in two SPARC (www.ucd.ie/careers/sparc/) projects, which enable UCD students and staff to work together to improve UCD. In the first project, we produced videos showing the most accessible ways to get around campus and in the second we are producing a video highlighting the different entry routes into UCD.

In between going to lectures and labs, I'm actively involved in the UCD Science Society, including helping to raise over €3000 for the annual cycle to Galway last year, and I worked on "science day committee" which raises money for Crumlin Hospital. I also work part-time as a Student Ambassador, giving tours to prospective student groups and helping at various UCD events. This has also helped improve my confidence and given me the opportunity to give something back.

I didn't really get involved with anything extracurricular until second year, but I would advise any student to take part in anything they find interesting as soon as they can. You won't regret it!

WORKING PART-TIME



NAME Neil Coogan
DEGREE BCL – Law with Politics [3rd Year]

After seeing the role advertised on the Career Development Centre's Facebook Page, I applied for and was offered a job on a six-week project in UCD HR in summer 2015. I then secured a role with UCD HR as a HR Officer drawing on my previous experience. I currently work 19 hours per

week as well as completing my full-time Law degree. This part-time role has given me some great experience working in a professional capacity; it has enhanced my communication and team working skills, and has been well received by law firms when submitting applications for traineeships and internships. I would advise all students to try and secure part-time work during their studies to gain valuable experience and show potential employers you have the ability to multitask and manage your time efficiently.

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



Employers look for students who stand out and have transferable skills such as leadership, organisation and teamwork skills. UCD's Clubs and Societies offer students the chance to develop these skills at the same time as making new friends and having fun. Society activities can relate to goal setting, campaign delivery and team based events, and clubs and sports teams also offer students the chance to experience comradery and develop teamwork skills. These skills are invaluable in a largely project based organisation like Accenture.

Colm Greene, Accenture



VOLUNTEERING



NAME Anthony Rowan
DEGREE BSc Genetics, 4th year

Upon seeing the UCD Volunteers Overseas society stand during fresher's week in my third year and learning more about the volunteer programme, I decided to apply.

I was privileged to be selected for the Morogoro, Tanzania project 2016 which involved two main educational aspects; English education for primary school students and

teachers and computer education for teachers – we teach the teachers the necessary basic computer skills and maintenance and they pass on those skills to the kids following our departure. I was also selected as a student leader for the Morogoro, Tanzania project 2017. These experiences allowed me to develop a wide variety of skills, e.g. Leadership, teamwork, critical and creative thinking skills. The experience also makes you think and evaluate which career is best for you. I'm presently interested in the education and development sectors.

Highlights

The experience as a whole was completely memorable, yet one highlight for me happened when we were teaching Powerpoint to the teachers. We had begun Impress (powerpoint) and with that introduced Wikipedia. When we explained what Wikipedia was and how it's used, it dawned on me that we had helped provide means to an almost infinite new amount of information. We helped establish a connection to the global community through Wikipedia and also through UCDVO.

Advice for Students

I'd advise any volunteers participating in the UCDVO development Education programme to throw your heart and soul into the whole experience. The UCD Career Development Centre is a great resource for anyone hoping to find opportunities in the working world where they can use the skills developed from the UCDVO programme.

Find out more about volunteering:

- www.studentvolunteer.ie/ucd
- www.ucdvo.org
- www.camara.org
- www.ucdsvp.ie
- www.svp.ie
- www.niteline.ie
- www.ucd.ie/careers
- www.activelink.ie
- www.volunteer.ie
- www.depaulireland.org
- www.focusireland.ie
- www.aiesec.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
- gradireland careers report gradireland.com/careers-report
- Prospect planner 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, www.prospects.ac.uk, targetjobs.co.uk and careersconnect.ucd.ie or videos on www.careerplayer.com
- Use [LinkedIn](https://www.linkedin.com) to research what graduates from your discipline are doing now.
- 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.
- Talk directly to employers at a UCD or gradireland Recruitment Fair or employer event, see 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 for scheduling information.

Resources to help

- Discuss and evaluate your choices with a Career & Skills Consultant
- Book an appointment online at careersconnect.ucd.ie.
- Talk directly to employers at a UCD or gradireland Recruitment Fair or employer event, see www.ucd.ie/careers/events.

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.
- Attend a CV and Application review session for advice on CVs, covering letters, job applications and university personal statements – book online at 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.

Whatever 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
- 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).



Interested in an international career in the public sector? The EU institutions offer a wide variety of policy jobs for graduates in Brussels, Luxembourg and other locations around Europe and beyond. In my 16 years at the European Commission, I've worked on a number of areas from equality law to speech-writing to education policy. After a master's degree at the College of Europe in Bruges (www.coleurope.eu/study), I did a five-month traineeship at the European Commission, which was a great stepping-stone into a full time job as policy officer. I enjoy working with people from all over Europe and speaking different languages every day. The EU needs more than ever to recruit talented and motivated graduates from Ireland.

Deirdre Hodson,
Policy Officer,
European Commission



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.

Find out more

- For more information on overseas opportunities, access **GoinGlobal** – see more details to the left.
- Check 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/ for more information
- See 'Useful websites' listed on page 17.

GoinGlobal

GoinGlobal provides country-specific career and employment information, including worldwide internship and job postings and career resources. UCD students can access **GoinGlobal** from www.ucd.ie/careers/students/onlineresources.



STUDYING ABROAD

YEAR IN NEW ZEALAND



NAME

Ultan McAdam

DEGREE BSc

leading to ME Civil Engineering with Business [4th year/1st year of Masters programme]

I spent my BSc final year abroad and chose the University of Auckland as it's the top university in New Zealand for engineering and is in the top 200 Universities worldwide.

New Zealand culture has always interested me and this year seemed the perfect way to get to know it even more without having to take a year out. During semester it was quite busy with college work but I managed to fit in a few weekend trips with my housemates and other international students. I got a job on a building site for most of the summer, gaining great practical experience that has been very useful since. I spent the end of the summer travelling and enjoying the beautiful weather.

Highlight

From the music festivals to bungee jumping and sky diving to the fantastic hiking trails, it is almost impossible to pick just one highlight but I'll settle on learning how to scuba dive and getting to dive the Poor Knights Islands, including Blue Maomao cave, ranked number 7 dive spot in the world. The natural beauty of New Zealand needs to be seen to be believed!

Advice for Students

I always knew I wanted to go abroad as part of my course and the UCD Career Development Centre helped greatly with my final choice on where to go. Apart from international exchange looking great on your CV for future employers it will open your eyes to the world and it is a great life experience. It has changed me in many positive ways. Embrace the experience – you'll have the best time of your life and make lifelong friends from around the globe.

VANCOUVER EXPERIENCE



NAME

Sorcha Egan

DEGREE BSc

Biochemistry & Molecular Biology [4th Year]

I applied to University of British Columbia (UBC), Vancouver, Canada and luckily I was accepted to study there for the second semester of my third year. I loved every moment of it.

UBC is one of the world's leading Universities and had lecturers that made Biochemistry relevant to everyday life which was a style of teaching Biochemistry that I had not experienced before. Studying abroad allowed me to experience a completely different lifestyle whilst still earning my degree. There was a beach on campus so when the weather got warm enough you could go in-between classes, and during ski season you could go night-skiing after the day in college. Vancouver is a fantastic city which offers so much to anyone visiting or living there. I became friends with people from every continent and learned so much about their cultures and lives in their home countries.

Highlight

Nearly every weekend we went travelling outside of Vancouver to the wider British Columbia area. I made so many amazing memories of these road trips with friends that I'll have for life. I also learned how to ski whilst in Vancouver and went nearly every weekend as it's much more reasonably priced if you are a UBC student.

Advice for Students

I would highly recommend either doing a year or semester abroad. Studying abroad looks great for potential employers as it shows adaptability, independence and confidence. The UCD Career Development Centre can help you in selling the international experience you gained, which can be invaluable during interviews.

STUDYING IN LONDON



NAME

Jordan Corrigan

DEGREE BA in

History, Politics & International Relations [International] [4th Year]

My degree offered an option to study abroad and I chose to spend a full year on Erasmus exchange at University College London in the UK. This was an excellent opportunity to broaden my horizons, study internationally in a top-ranked university, and live in another country.

In UCL I was able to study modules of specific interest to me, and from new perspectives. From a career perspective, there were distinct benefits to my exchange: It allowed me to develop my academic abilities and interests in areas of interest to me, and hopefully future employers too; I developed personal contacts with people from all over the world; it greatly helped my team building skills, as I had to adapt to a totally new and alien environment, much as in any new career.

Highlight

My personal highlight was joining the UCL Swimming Club – it was a great way to get involved in UCL and London social life, and a great way to meet new people from across the world and make life-long friends. I also competed with them in several competitions, and went on tour to Greece.

Advice for Students

I'd definitely recommend the Erasmus exchange programme to other students, as it is a privileged opportunity that will benefit both their degree and themselves. Plan early (from 1st Year if you can) and begin saving money early. If I were to re-do my exchange, I'd like to have travelled more both within the UK and in Europe. Use the Career Development Centre in UCD from 1st Year.

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.

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 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.

WORKING ABROAD

A current UCD student and a recent UCD graduate tell us about their experiences of working abroad.


NAME

Ashley McDonnell

DEGREE

MSc International Management /
CEMS MIM, 2016

EXPERIENCE E-Travel Retail Manager
at Dior, Paris, France

I currently work in Paris, France as E-Travel Retail Manager at Dior. The role involves building digital activities at a global level for Dior regarding all e-commerce and digital communications at points of travel.

How I went about getting this job

I completed a 6 months internship at the LVMH group headquarters within the Digital team and then progressed to a full-time position at Dior.

Why I decided to move abroad

I did an undergraduate degree in Business and French that allowed me to study for two years in France. I completed 3 summer internships in France throughout my bachelor degree, always with digital and luxury aspects. After my Masters, I ended up coming back to Paris on receiving an offer from LVMH.

How my experience at University was valuable in preparing me to move abroad and get this job

I've always been interested in sustainability, digital and fashion. Having these three passions steered many of my decisions and of course led me to complete internships and get involved in projects in these areas.

Highlights of my role

It's only been a month at Dior but already I spent a week in Singapore discovering Digital developments in Asia Pacific with the Travel Retail team which was incredibly interesting. I enjoy the international aspect of living in Paris as well as the strong French culture. Also, I'm just a short flight away from home!

Advice for students considering working abroad

Broaden your horizons and challenge yourself. Don't be afraid to go it alone. Use your network to meet others in similar positions. If you're planning on moving to a non-anglophone country, learning the local language will vastly improve your experience, even if the working language is English. Make use of all services available to you through the UCD Career Development Centre; mock interviews, CV workshops, skills seminars... Prepare for success!


NAME Katie Kilcoyne

DEGREE Chemical & Bioprocess Engineering
(3rd Year)

EXPERIENCE Wanhua Chemicals Company Ltd, Shanghai, China (12 weeks) as part of the IAESTE (The International Association for the Exchange of Students for Technical Experience) Programme

Last summer, at the end of my 2nd year, I was eager to experience my course in a professional working environment. However, I also wanted to experience new things and be placed outside of my comfort zone. Therefore, when I heard about IAESTE traineeships, I knew it was perfect for me. IAESTE is a non-profit organisation which provides successful student applicants in STEM related degrees with paid internships abroad, with links in over 80 countries across the world.

Through an IAESTE traineeship I was selected for a 12 week internship with "Wanhua Chemicals Company Ltd" in Shanghai, China. I worked as a member of the Technical support group in the Shanghai base of the company, performing QA (Quality Assurance) testing on the company's products, as well as being involved in various projects working as part of a team.

This IAESTE internship provided me with the perfect platform to gain invaluable working experience on my chosen course, but it also allowed me to do so in a multi-cultural environment in another country. This opportunity allowed me to expand my horizons both personally and professionally, and from an employer's perspective, it gave me a unique advantage both for relevant work experience, and for overcoming the challenges brought on by international work experience.

Useful websites

UK:

- www.targetjobs.co.uk
- www.prospects.ac.uk
- www.jobs.ac.uk (PhD students)

Overseas:

- www.iaeste.org
- www.aiesec.ie
- www.eujobs.ie
- www.eu-careers.eu

- www.ec.europa.eu/stages
- www.euraxess.ie/jobs
- www.gradmalaysia.com
- www.gradsingapore.com
- www.jetprogramme.org
- www.epik.go.kr

- www.lawcareers.net
- www.ibec.ie
- www.enterprise-ireland.com
- www.linkedin.com
- 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



For AbbVie, our intern program is our primary source for recruiting candidates for our Operations Development Program. To ensure a rich, mutually beneficial internship experience, we give our interns meaningful assignments to ensure that throughout the assignments, the interns are proud of their work and their contributions to AbbVie. A well-constructed and planned internship program provides more than just a learning experience for the intern—it helps us to recruit and retain the strongest talent who may become leaders for Operations in the future.

Louise Clarke— Senior Talent Acquisition Specialist, Abbvie



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.



PLAN YOUR INTERNSHIP

**NAME** Joanne Cushen**DEGREE** BAgrSc Animal and Crop Production (4th Year)**INTERNSHIP** Eight placements over 30 weeks

As part of my degree I completed 30 weeks of Professional Work Experience (PWE), with 8 placements over this period. These were a combination of farm, industry and research placements, providing me with a huge array of knowledge of the agri-food sector.

My farm placements were on progressive farms, which supplied me with practical knowledge in areas I had no experience in such as swine production. I gained an insight into the artisan food sector and alternative enterprises through placements with Carlow Farmhouse Cheese and Castlemine Farm. I completed crop placements with organisations completing crop trials, gaining an appreciation of the level of detail required in research and the crop industry both on a national and global stage. And my commercial agricultural industry placements involved shadowing agricultural science graduates with Brett Brothers, Kilkenny Leader Partnership and Connolly's Red Mills.

I spent many months planning my PWE. I talked to a wide variety of people in the agricultural sector to establish my key areas of interest. I then contacted organisations directly to check if they had student placement vacancies. My PWE co-ordinator also provided contacts for prospective placements.

Highlights

I gained so much in both personal skills and practical knowledge. I was also given the opportunity to represent my host companies at markets and other events both in Ireland and in the UK which was a great honour.

Advice for Students

Choose placements you are really interested in. Try to gain experience in the sectors that you are thinking of for your future career. Don't be afraid to immerse yourself in new experiences. Enjoy every minute!

INVALUABLE EXPERIENCE

**NAME** Aaron Murphy**DEGREE** BCL (Hons) Bachelor of Civil Law (4th Year)**INTERNSHIP** Cahir O'Higgins and Co. Solicitors (2 months)

I worked for just under 2 months for Cahir O'Higgins and Co. Solicitors; a solicitors firm specialising in Criminal Defence. I was lucky enough to have my application accepted for this internship as part of a module in Clinical Legal Education run by the law school. I received a module credit in return for giving up a part of my summer to work with a solicitors firm and to present my experiences, and my lessons learned to fellow students on placement when it was all over.

My experiences working with the staff who are on the front lines of the criminal justice system were invaluable and unique. I witnessed the tempo of the first instance courts and the haphazardness of many of the cases taken before them for myself, not to mention the fact that I got a grounding in the practicalities of negotiating such an unfriendly system.

Highlights

Performing the notification duties for a Habeas Corpus application in my final week was terrifying. I was doing the single most important job that a non-qualified lawyer can do. The execution of this task means the difference between someone remaining in prison (potentially unlawfully) or not. I got to see the bare bones of the system and be a vital part of it.

Advice for Students

Apply for internships in areas where you're interested, not where you'll be comfortable. The aforementioned haphazardness of the district court and the cases one has to deal with therein are completely terrifying, but make for a great learning experience. You may not be happy with how it goes at the time, but you will appreciate the experiences.

INTERNATIONAL ELEMENT

**NAME** Niamh Maher**DEGREE** BSc Theoretical Physics (4th Year)**INTERNSHIP** CERN summer student in Geneva, Switzerland (8 weeks)

Since hearing about this opportunity at CERN, I had always planned to apply for the summer of third year. It was my dream. The application process was all online and I asked two of my lecturers to give me references. I also had to write about why I wanted to work at CERN, my past experience and what area I wanted to work in. This internship was a great opportunity to experience what physics research looks like day to day. I had a lot of independence which meant I was free to engage with new ideas through teaching myself concepts in order to understand research papers.

Highlights

Every morning there were summer student lectures on important topics like detectors and antimatter. The international element of CERN was brilliant as I met people from all over the world with unique and interesting perspectives. And I'm delighted to have now accepted an offer from the Perimeter Institute for Theoretical Physics in Canada for a master's course next year!

Advice for Students

Definitely apply for this internship as it's an amazing experience and the application process helps prepare for your future. When you have questions, do ask your lecturers so they know you when you need to ask for references. Give them plenty of notice – they may want to see your CV or personal statement before writing the reference. The Career Development Centre is very helpful with writing personal statements and CVs, I have been there for 'quick query' appointments.



In today's competitive graduate recruitment market, work experience schemes have become an integral part of recruiting new graduates.



The Graduate Market in 2017
High Fliers Research

Useful websites

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



Where can I explore courses?

Some websites to help you find graduate courses in your area of interest and information on funding and scholarships:

- www.ucd.ie/careers/furtherstudy/
- gradireland.com/further-study
- www.ucd.ie/graduatestudies/
- www.prospects.ac.uk
- www.targetpostgrad.com
- www.internationalgraduate.net
- www.findamasters.com
- www.eunicas.ie
- www.europeanmovement.ie/college-of-europe/
- www.mastersportal.eu
- www.european-funding-guide.eu/

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 for more information or contact: 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 or on 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/ 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.

CHALLENGE YOURSELF

**NAME**

Darragh Hayes–
Moriarty

DEGREE Masters in
Common Law [2nd Year]

For my undergrad, I studied European Studies, however I had always intended to do a master's and Law was always in the back of my mind. The course is certainly challenging but not unduly so. Between lectures and seminars I have about 18 hours a week and there's a fair bit of reading on top of that. However, I'm lucky with my timetable in that I'm able to intern at the Community

Law & Mediation Centre, as well as being part of the UCD Vis Moot Arbitration team. These extracurricular things mean my timetable is pretty heavy but it's more than worth it, as the practical experiences dovetail very well with classwork.

My favourite thing about the programme is how they challenge you to think differently, and to add structure to how you approach a problem. It's a skill that is transferable to many areas of life.

The MCL is a great boost in terms of job prospects. UCD is fantastic about developing opportunities and links between students and prospective employers, and there are always

workshops on offer to help you develop your professional skills, or writing CVs and cover letters.

Advice for Students

Keep an eye on Careers Connect. Since September of last year I have interned with Community Law and Mediation, an internship which I found out about through the UCD Career Development Centre.

I would certainly encourage others to do a master's following their undergrad. While it may seem daunting to undertake further studies, it has been a really enriching experience and I have grown a lot as a student, a prospective employee and as a person by doing it.

COMPETITIVE EDGE

**NAME**

Eimear Tyrrell

DEGREE MSc in
Marketing Practice
student

I decided to do a Masters in Marketing Practice at UCD Smurfit School (also known as the Marketing Development Programme/MDP) to give me a competitive edge in terms of employability. The course is renowned for producing a high calibre of graduate with strong job prospects and some of the most prominent leaders in the industry have completed the course.

The action learning structure really suited my personality as I find it more effective to learn by doing. This is the core focus of the MDP as all of our skills are gained through practical projects. There is a great mentorship system in place where we not only learn from our programme directors and facilitators but also from one another. You also get first-hand experience working with real life clients, providing invaluable contacts for the future.

Advice for Students:

Get involved in extracurricular activities during your undergrad that will help develop you into a well-rounded student with a broad

range of skills. Having good academic results is brilliant when applying for a masters but it's that bit extra that puts you ahead of other candidates when competition is tough.

When writing a personal statement try to include the skills you learned from any experience you may have and how these skills could be applied to the course or job you are applying for. Express what you would like to gain from the course and what you believe you can contribute. Make sure to take advantage of the Career development Centre service, get a second opinion and definitely get it proofread!

12–18 months ahead

- Research your area of interest and the courses available.
- Check application deadlines and watch out for early closing dates – many overseas programmes have early deadlines.
- 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 Jack Parsons, who founded O'Kale Krisps, an exciting new healthy snack product.

Did 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, get some inspiration from Jack Parsons (Business & Law, Final Year).

How did you come up with the idea Jack?

The idea for O'Kale Krisps took root four years ago, when my younger sister Sally made kale crisps to enter in a local entrepreneurial competition. Then I saw the popularity of kale snacks during my J1 travels in the USA. I started seeing kale crisps everywhere and noticed the huge shift in consumer's preference for healthy snacks, but none of them really compared to the taste of the ones that we had made at home. That, coupled with the fact that you can't really get kale crisps in Ireland at scale, led me to think why not give it a go?

What do you think are the key skills and attributes needed to succeed as an entrepreneur?

There is an endless list of possible traits but the ones that you have to possess are being self motivated, having a massive work ethic and it definitely helps if you can sell. If you have the right attitude and work ethic you can learn a lot as you go.

What is it like being your own boss?

It's brilliant but to be honest you end up working way harder than if you worked for someone else. So I think the advice of you need to love what you do really does shine true. You also have to understand that anything that is wrong is your fault so you are constantly fixing problems. Personally I love it but I can see why it might not be everyone's cup of tea!

What are the challenges you have faced?

In the start-up world everything is a challenge, you are constantly trying to



Jack Parsons (2nd from right) promoting O'Kale Krisps



push the boundaries and move the needle forward. Everything that can go wrong will probably go wrong but that is the fun of it. I was talking to an entrepreneur that described entrepreneurship as being like a fireman because you're constantly putting out fires, but the positives outway the negatives tenfold.

Your highlights so far?

I really enjoy when we get into another retailer. Also the sampling of new possible products is obviously always a nice perk!

What are your plans for the business?

Obviously I would like to think that O'Kale's would be a leading brand in the Irish health snack market, with its products widely penetrating the mainstream food market in Ireland. Profitability will be extremely important in the medium term and while these early set up years gobble up resources, it would be essential to be firmly in the black by then! Job creation and further product development is part of the vision. In 10 years' time, it would be nice to think we'll be a real force in the European food market. We might use our acquired skills to venture into other industry and try to deliver a superior product and service.

Do you have any advice for people starting out or wanting to set up their own business?

Just do it! If you want to start a business jump in and if you want it bad enough you'll find a way to make it work. It's exactly what Ireland needs, more people taking the risk and giving it a go. Facing your personal fears about becoming visible is all part of the entrepreneurial journey. Take publicity wherever you get it – it's all marketing. Use the huge

potential at your fingertips- Social media is obviously a brilliant and free tool. Talk to as many people in your chosen field as possible. The kind help and support generously shown to me has been overwhelming so far. Don't forget to pass it on where you can.

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.

Where to start

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

- NovaUCD: www.ucd.ie/innovation/entrepreneurs/
- UCD Innovation Academy: www.innovators.ie/
- UCD Startup Stars: www.ucd.ie/innovation/students/ucdstartupstars/
- Business Access to State Information and Services: www.basis.ie
- Enterprise Ireland: www.enterprise-ireland.com
- Erasmus for Young Entrepreneurs: www.erasmus-entrepreneurs.eu
- Irish Investment Network: www.irishinvestmentnetwork.ie
- Irish Student Entrepreneurship Forum: www.iseef.ie
- Inter Trade Ireland: www.intertradeireland.com
- 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 regularly and keep a regular eye on the 'Events' section of our website at 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 2017/18

EVENT	TARGET AUDIENCE	DATE
Business, Finance & Management Recruitment Fair	Students from any discipline interested in a career in business, finance or consulting	Tuesday 26 September 2017 O'Reilly Hall Belfield Campus
Science, Engineering & Technology Recruitment Fair	Students from science, engineering and computer science	Wednesday 27 September 2017 O'Reilly Hall, Belfield Campus
Professional Services – Audit, Tax & Management Consultancy	UCD Michael Smurfit Graduate Business School students only	Tuesday 3 October 2017 Main Foyer Smurfit School/Blackrock Campus
Law Recruitment Fair	Students from any discipline interested in a legal career	Wednesday 4 October 2017 Astra Hall, Student Centre Belfield Campus
Finance, Marketing, Management, Supply Chain, iBusiness, International Business, HRM & Business Analytics	UCD Michael Smurfit Graduate Business School students only	Friday 6 October 2017 Restaurant Smurfit School/Blackrock Campus
Internships Fair	All students	Thursday 1 February 2018 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. 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 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 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 2016, the Corporate Finance trip included visits to meet representatives from Morgan Stanley, Investec, Goldman Sachs, Credit Suisse, Bank of England and Barclays. The Corporate and Commercial Law trip in March 2017 included visits to Dentons, Clifford Chance, Clyde & Co, Herbert Smith Freehills, Freshfields Bruckhaus Deringer 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.



Speaking to trainees and associates and listening to partners was an incredibly valuable opportunity... I have returned with enhanced skills, altered perspectives, and invaluable insights.

UCD student on Corporate & Commercial Law London Study Visit, March 2017



You get a huge insight into multiple aspects of the world of work – from life in London to advice on internships and how to get your foot in the door, from what it is like working in one of these huge globally recognised firms to the opportunities available.

UCD student on Corporate Finance London Study Visit, September 2016

Job Search websites in Ireland

- www.gradireland.com
- www.irishjobs.ie
- www.irishtimes.com/jobs
- www.jobs.ie
- www.linkedin.com
- www.recruitireland.com
- www.activelink.ie
- www.ucd.ie/careers

STUDENT COMPETITIONS

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

Graduate 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 Career Development Centre online blog/newsletter at ucdblogs.ucd.ie/careers and by following UCD Careers on Facebook, Twitter and LinkedIn.



UCD student Andrea Whelton tells us below about her experience of not only winning, but being the first ever first year student to win, the gradireland National Student Challenge (challenge.gradireland.com)!

ABOVE: UCD's Andrea Whelton who finished in first place at the 2017 gradireland National Student Challenge



gradireland NATIONAL STUDENT CHALLENGE

NAME Andrea Whelton

DEGREE BBL Business and Law (1st Year)

What was involved?

The gradireland National Student Challenge is a competition which aims to discover Ireland's most business-focused and employable undergraduates. It begins with an online aptitude test, involving problem-solving, multitasking and finishes with a personality test. The final day consists of six mental and physical challenges organised by six of Ireland's top graduate employers, and is held in UCD's Quinn School of Business. The top 60 scorers on the online test are invited to take part in this final day and work together in various analytical and investigative tasks in a teamwork setting, as well as allowing finalists to network with the prospective employers.

Highlights

It is difficult to find an aspect that I didn't enjoy. I found both the final day and the online test to be enjoyable and engaging, even if they were supposed to be a competition. The competition was a great way to meet students from universities from all over the country who are studying different degrees. It was an ideal situation to meet prospective employers from various sectors, and the environment made it significantly easier to network and find out about the internships and graduate opportunities on offer.

Advice for Students

I could not recommend the gradireland National Student Challenge to students enough; it is an extremely worthwhile competition which would be of benefit to any student, whether they are

interested in pursuing a career in these companies or not. Every element, including the online test, are great opportunities to see the new ways in which companies are screening prospective employees, as well as being an interesting CV builder. Regarding the final day, the most important thing I would advise students to do is to be yourself and not be afraid to speak up and let your ideas be heard. It is also essential to work with your team and engage in a positive manner with all the tasks. The gradireland National Student Challenge is an excellent opportunity to get a better understanding of the world of work and to engage with some of Ireland's top employers, as well as a day that I promise you will enjoy.

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:



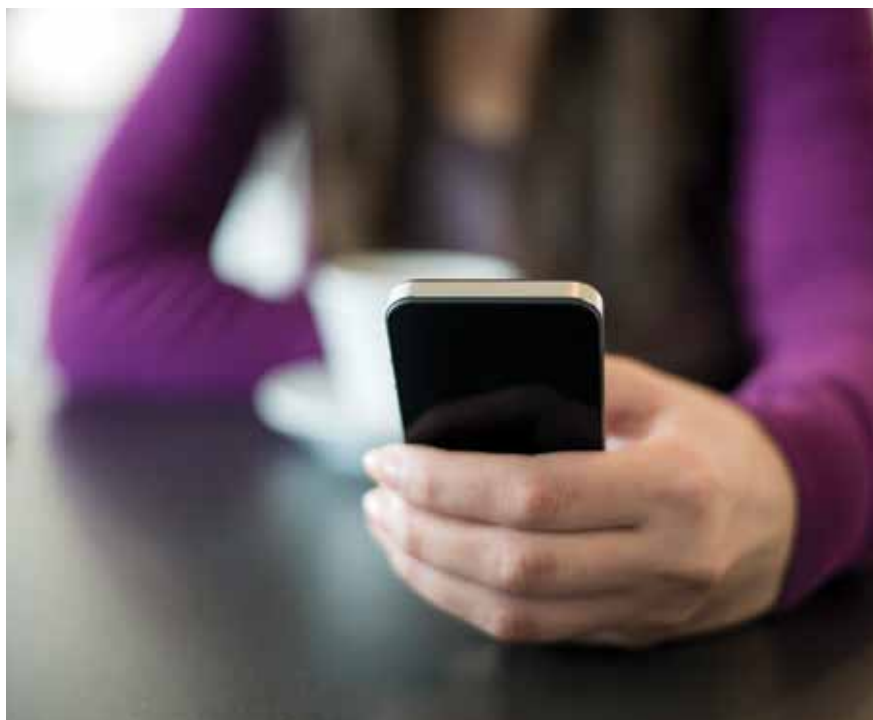
- **LinkedIn** – the most well-known professional networking site, focused on career development. Joining LinkedIn allows you to build your professional profile and CV online, to build your network, and to find out more about career sectors and industries. See page 27 for more details.



- **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

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

 /ucdcareers
 @UCDCareers
 /in/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, Group Manager, Brand Marketing & 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 up to 14 times more likely to be viewed with a photo on their profile. A complete profile makes it easy for employers to see that you are the type of person they are looking for and 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, you may feel you've little to no experience that is directly relevant, but the 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. 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.

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.



UCD students visit LinkedIn Dublin

BE SMART WITH YOUR APPLICATION



Evanna McGrath, Recruitment & Employer Brand Consultant 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.

Your application is your first chance to show off your strengths, skills and interests so it's important to put your best foot forward. Take your time to read the questions and know why you want to work for the company - that will set you apart.

Eva Kelly, UCD BA Economics & Sociology (2013),
MSocSc Sociology (2014),
UCD Michael Smurfit Graduate Business School MSc
HRM (2015)
Junior Project Manager – Engagement and
Employee Relations, 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.

WRITING YOUR CV



When applying for a job you need to connect your education, skills and experiences to the employer's requirements. Liz Cusack, University Programme Team at SAP Ireland, gives some valuable tips on constructing your CV.

Your CV gets you an interview. Interview gets you the job!

There is no 'one right way' to construct a CV. That said, when we review a student's CV, we always consider the following questions:

- **Can you do the job?** (do you possess the required knowledge and skills?)
- **Do you really want the job?** (what is your motivation for applying?)
- **Will you fit in here?** (do you have the relevant values and personal qualities that we are looking for?)

Your CV is your opportunity to sell yourself so... Make it relevant!

It's your chance to show us that you have an understanding of the **skills and competencies** required for the role.

- Tailor your CV to suit our company and position and avoid CV templates!
- Use the job description; take note of desired competencies and keywords, showing evidence of these in your CV. However, don't stuff your CV with keywords unnecessarily and avoid clichés. Phrases like 'works well in a team or individually' doesn't really tell us anything about you!
- Back up everything you say! Anyone can declare good leadership skills for instance, but justifying this with an example is essential.
- Finally, never lie on your CV!



We're always looking for that little something extra – ask yourself: 'What's my unique selling point'?

This shows us your passion and your personality and makes you stand out! Since students are graduating with very similar qualifications, it is this 'something extra' that can distinguish you from the crowd. This can be something from your work experience, your studies or in your spare time:

- Been a local Coder Dojo volunteer?
- Worked in a demanding part-time job (Catering, Retail, Childminding etc.)?
- Played a sport as part of a team?
- Volunteer in your community?
- Creating apps just for fun?

Whatever it is... we want to know!

Examples of some Desired Competencies

- Teamwork
- Leadership
- Decision-making
- Initiative
- Problem solving
- Communication
- Adaptability
- Customer focus
- Influencing & Negotiating
- Drive for results
- Commitment

Typical housekeeping rules:

- Keep your CV to 2 pages (extend page margins if needed).
- Print your CV to test formatting etc., **PROOF READ**
- Avoid chunks of text: Use bullet points and bold font but in moderation.
- Consistent formatting.
- Use short concise sentences using **Action Verbs** (e.g. created, organised, managed, analysed).
- Structure (Reverse Chronological): Personal Profile, Education, Work Experience, Skills, Interests & Achievements.
- Contact details: Ensure they are correct. Set up a voicemail and email address that you would be happy to share!
- **PROOF READ AGAIN!**
- Have your CV draft reviewed by a UCD Career & Skills Consultant.

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
- Have your draft CV reviewed by a Career & Skills Consultant.
- Online resources can be found at:
 - www.ucd.ie/careers
 - www.gradireland.com
 - www.prospects.ac.uk
 - www.targetjobs.co.uk

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.

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 which doesn't give away personal information, such as the year of your birth. If you are a current student your UCD Connect address will be fine, otherwise use something neutral like 'josephinebloggs@gmail.com'.

Curriculum Vitae JOSEPHINE BLOGGS

PERSONAL DETAILS

Address: 32 Glenomena Student Residences, UCD, Belfield, Dublin 4
DOB: 12/01/1996
Gender: Female
Marital status: Single
Telephone: 086 8875412
Email address: bloggs.josephine95@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
2014–2017
Bachelor of Science

Ballymahon Community School, Trim, Co. Meath 2007–2014

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 (B), Science (A), Spanish (C)

Employment History

Little Rascals Playschool, Trim, Co. Meath Assistant Summer 2014

- Involved in day to day running of playschool
- Administrative tasks
- Excellent multi-tasking skills developed
- Worked as part of a team looking after children

TechLabs, Clondalkin, Dublin 16

May – Sept 2015

- 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 dog
- Making new friends

References available on request

Josephine has left out a lot of relevant information about her degree. She could include relevant modules, her grades (GPA and degree classification equivalent eg 2.1), 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). It isn't necessary to include all your LC subjects - your overall points and relevant subjects will be fine.

Why not add some figures (metrics) to your CV to provide more tangible evidence of your achievement, eg 'Led a team of 3 looking after a group of 10 children aged between 5 and 9 years old.'

Alternatively, divide experience into 'Relevant Experience' and 'Additional Experience' to highlight relevant jobs or internships.

Employment history should be in reverse chronological order, i.e. the most recent job should come first. Alternatively, divide experience into 'Relevant Experience' and 'Additional Experience' to highlight relevant jobs or internships.

A tailored key skills profile can 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.

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'.

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

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, spelling or grammatical errors.

Career objectives can be useful if tailored towards the specific role and focus on your relevant 'Unique Selling Points', however this example is vague and a little arrogant. Things to include could be your degree subject, grade, expected date of graduation, relevant experience and skills, and reference to the particular role /company you are applying for.

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.

ANATOMY OF A COVER LETTER

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

Many 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.

It's worth remembering that the cover letter is a tool to highlight how you have all the skills and experience required for the job, as laid out in the job description. For this role, the employer was looking for a 2.1 degree in any discipline, communication, team work and leadership skills, drive and commitment, customer service experience and negotiation/influencing skills. Take a look at the example cover letter shown here and notice how this candidate has mentioned all of these skills and provided evidence to support her application.

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.

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 2018

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 2018 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, 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 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 2018.

Yours sincerely,

Sarah Murphy

Sarah Murphy

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.

ASSESSMENT CENTRES



Sinéad D'Arcy, Jameson International Graduate Programme Manager shares her tips on what to expect as part of an Assessment Centre.

So after you've completed your online application form to apply for a graduate programme, what next? If you are successful in being called to interview it's likely that interview will form part of an assessment centre.

Employers use assessment centres to select best fit candidates as it allows them to assess candidates through a variety of activities. These activities could range from presentations, group work, case studies, psychometric tests and in-tray exercises to role plays and either individual or panel interviews. Assessment centres can range from a half day to two days in length and in addition to assessments can also include social activities.

Knowing what to expect and being well prepared will help you to perform well. Find out from the employer what the format is, research the role well, and pay close attention to the skills and attributes outlined in the job description. Remember the clues to the competencies you will be assessed on are all in the job description!

Throughout the day an assessor will be keeping an eye on your performance in each exercise and this will be assessed against a checklist of the key competencies (abilities and attributes) necessary for the job. These competencies can include:



- Critical thinking
- Decision making
- Interpersonal skills and teamwork
- Leadership
- Numeracy
- Organisation and time management

So what is the etiquette for assessment centres? It is important to be professional at all times. In fact, candidates should behave like employees of the company they are being assessed by. The first way you can demonstrate this is by **arriving on time**. It may seem like an obvious point to make but you'd be surprised how many don't! Another way of doing this is by taking ownership of your own day by knowing what time each activity is taking place and what group you are in.

There will be lunch and coffee breaks, during which you'll have the opportunity to talk to various staff members, including the current graduate intake and your assessors. Introduce yourself; be polite and confident, look people in the eye and shake hands. Listen to what others say, and take this opportunity to ask questions about the role, the team and the company culture.

During assessments assessors want to see how you react to and get on with other people. Although it is good to show that you are competitive, remember that your assessors are primarily interested in seeing evidence of teamwork, communication and leadership skills. It is important to remember that some of the people you meet on assessment day could be your future colleagues. All, several, one or none of your assessment group may be hired. You need to

perform to a very high standard at an assessment centre, but you do not need to challenge, compete or disagree with other candidates. In fact, it may harm your assessors' opinion of you if you do.

However, assessors are looking to get to know the real you. Therefore if you can relax sufficiently to let your personality shine through and something of your unique individuality to be seen the assessors are more likely to warm to you. Remember, assessment centres work both ways and are just as much about you assessing if the company and the role are for you, as about the employers assessing if you are a fit for their company and the role they are offering! Whatever the outcome of an assessment centre, you can be sure that the experience will have taught you a lot about the company and even more about yourself.

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 and www.gradireland.com.

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



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

Digital Forensics and eDiscovery Consultant, British Standards Institution



INTERVIEW QUESTIONS



Carol Hunt (Head of Talent Acquisition Europe & Russia – Kerry) shares her interview tips

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.

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.

The 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, 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.



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MAIN LOCATIONS OR REGIONS Nationwide

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GRADUATES SOUGHT All discipline

STARTING SALARY Salary rising to €97,700 after only four years

PATTERN OF RECRUITMENT/CLOSING DATE Ongoing

FORM OF APPLICATION Online

APPROX ANNUAL INTAKE 15–25



targetjobs.co.uk/employer-hubs

Gillian Bray

Alfa

Moor Place, 1 Fore Street Avenue, London, EC2Y 9DT

TEL 020 7588 1800

EMAIL careersUK@alfasystems.com

WEB www.alfasystems.com/eu/careers

SOCIAL MEDIA www.facebook.com/alfaworldwide
www.linkedin.com/company/alfasystems
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MAIN LOCATIONS OR REGIONS Based in London with operations in the US, Australia, New Zealand and Europe

AREAS OF ACTIVITY & JOB FUNCTION(S)

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GRADUATES SOUGHT Any discipline

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APPROX ANNUAL INTAKE 20–25

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3 Harewood Ave, Marylebone, London NW1 6JL

WEB earlycareers.bnpparibas.com**MAIN LOCATIONS OR REGIONS** London**AREAS OF ACTIVITY & JOB FUNCTION(S)**

BNP Paribas Corporate & Institutional Banking (CIB) is one of the world's leading investment banks. With operations in 57 countries and an award-winning reputation, we have the scale and scope to accommodate any ambition. We look after our people too – with strong support networks, excellent development opportunities and a real commitment to work-life balance.

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Graduate Recruitment and Trainee Development Team

Dechert LLP

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TEL 020 7184 7000**EMAIL** Graduate.recruitment@dechert.com**WEB** www.dechert.com/careers**MAIN LOCATIONS OR REGIONS** Dechert LLP has 28 offices worldwide**AREAS OF ACTIVITY & JOB FUNCTION(S)**

Dechert is a global specialist law firm with 900+ lawyers across 28 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.

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GRADUATES SOUGHT Any discipline**STARTING SALARY** £45,000**PATTERN OF RECRUITMENT/CLOSING DATE** 31 January 2018**FORM OF APPLICATION** Online**APPROX ANNUAL INTAKE** 10 trainees**VACATION WORK/COURSES** Yes**FOR VACATION WORK APPLY BY** See our website for deadlines**frontier**
economicstargetjobs.co.uk/employer-hubs

Caroline Dean

Frontier Economics Ltd

71 High Holborn, London, WC1V 6DA

TEL 020 7031 7000**EMAIL** recruitment@frontier-economics.com**WEB** www.frontier-economics.com/careers**SOCIAL MEDIA** Facebook, Twitter**MAIN LOCATIONS OR REGIONS** Berlin, Brussels, Cologne, Dublin, London, Paris and Madrid**AREAS OF ACTIVITY & JOB FUNCTION(S)**

Frontier is one of the largest microeconomic consultancies in Europe with over 220 economists based across our European offices. We work with our clients all over the world to analyse and understand their markets (competition and litigation cases, strategy, policy design or regulatory) and to formulate strategies or policies using sound economics. The methods and models we use are often complex, but our advice to clients is always succinct, clear and honest. Our Analyst programme is two years where you will work across all our practices, allowing you to understand different markets and economic techniques, whilst developing both your analytical and consulting skills. The ability to apply microeconomics to real world problems and be a first-rate communicator is essential. Frontier is owned by its staff and our culture is the key to our success. Internships 2–12 months are also available. Come along to our open evening to find out more about us.

GRADUATES SOUGHT Economics**STARTING SALARY** Highly competitive plus bonus**PATTERN OF RECRUITMENT/CLOSING DATE** Monday 8th January 2018**FORM OF APPLICATION** Online**APPROX ANNUAL INTAKE** 20 plus**VACATION WORK/COURSES** Yes**FOR VACATION WORK APPLY BY** Monday 8th January 2018Irish Distillers
Pernod Ricard**JAMESON**
IRISH WHISKEYgradireland.com/employers

Sinéad D'Arcy

Irish Distillers Pernod Ricard

Simmons Court House, Simonscourt Road, Ballsbridge, Dublin 4

TEL 01 212 9000**WEB** www.jamesongraduateprogramme.com**SOCIAL MEDIA** www.facebook.com/jamesongraduateprogramme, www.youtube.com/jamesongraduateprog, www.twitter.com/jamesongradprog**MAIN LOCATIONS OR REGIONS** Head Office, Ballsbridge, Dublin; Bottling, Fox & Geese, Clondalkin, Dublin; Middleton 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 6 million cases in 2016 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, 2016 and 2017 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 54 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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SOCIAL MEDIA www.facebook.com/Kerry.Group.Graduate.Recruitment/
www.linkedin.com/company/kerry

MAIN LOCATIONS OR REGIONS UK, Ireland and Europe – candidates must be flexible with regard to travel and relocation

AREAS OF ACTIVITY & JOB FUNCTION(S)

Kerry Group is a world leader in food and beverage. Kerry Group has 23,000 employees globally, 15,000 products and revenues of €6.1 billion.

Our business is comprised of 2 divisions:

Taste & Nutrition We think of ourselves as *the* Taste & Nutrition company. We understand that consumers want delicious products made from trusted, authentic foods and flavours. Every day millions of people throughout the world consume foods and beverages containing our taste and nutrition solutions.

Kerry Foods We produce own and customer branded meals, meats and snacking and dairy. We have an incredible heritage and amazing brands with an exciting growth agenda including international. Our products, many of which are household favourites, are eaten by 60 m people every day.

GRADUATES SOUGHT Accounting & Finance; Sales; Marketing; Customer Care; Human Resources; Supply Chain, Procurement; Operations; Engineering; Research & Development; Quality Assurance; ICT

STARTING SALARY Competitive salary which is reviewed regularly throughout the Graduate Programme

PATTERN OF RECRUITMENT/CLOSING DATE Annual

FORM OF APPLICATION Apply online at www.kerrygraduates.com

APPROX ANNUAL INTAKE We recruit approximately 80 graduates annually.

VACATION WORK/COURSES Please visit www.kerry.com/careers



gradireland.com/employers

Aisling Keogh

KPMG

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

TEL +353 (0) 1 700 4107

EMAIL aisling.keogh@kpmg.ie

WEB www.kpmg.ie/careers

SOCIAL MEDIA Facebook: KPMG Careers Ireland Snapchat: KPMG Careers Ireland

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 2,500 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 300 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 awarded Best Graduate Training & Development Programme 2017. To find out more about our graduate and student programmes please visit www.kpmg.ie/careers.

GRADUATES SOUGHT All degree disciplines

STARTING SALARY Competitive

PATTERN OF RECRUITMENT/CLOSING DATE Graduate Programme Wednesday 18 October 2017, Summer Internships in Feb 2018, Work Placements ongoing

FORM OF APPLICATION Online

APPROX ANNUAL INTAKE 300

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



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Graduate Recruitment Coordinator

LCP

95 Wigmore Street, London, W1U 1DQ

TEL 020 7432 2266

EMAIL graduatecareers@lcp.uk.com

WEB www.lcp.uk.com/careers/graduate-opportunities

MAIN LOCATIONS OR REGIONS London and Winchester

AREAS OF ACTIVITY & JOB FUNCTION(S)

LCP is a firm of financial, actuarial and business consultants, specialising in the areas of pensions, investment, insurance, business analytics, financial modelling and employee benefits. 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.

Why join LCP as a graduate? Are you ready for a career that challenges you, allows you to grow and work alongside some of the brightest minds in the industry? We help our clients make good decisions, based on insightful analysis, industry expertise, and game-changing technology. Becoming one of our graduate trainees is the first step of your journey towards a successful career in a financial consultancy.

Our work ranges from pension scheme valuations and monitoring investment manager performance to estimating the financial impact of a hurricane on an insurance company. Whichever department you choose, you will have a variety of projects to work on.

At LCP our biggest strength is our people, so from day one you will be valued, actively involved and able to make your own contribution to meeting the needs of our clients.

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



gradireland.com/employers

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

WEB www.pwc.ie/graduate

SOCIAL MEDIA twitter.com/pwcirl_careers, facebook.com/pwcirelandcareers, youtube.com/pwcireland, linkedin.com/company/pwc-ireland, instagram.com/pwc_ireland, snapchat.com/pwc_ireland

MAIN LOCATIONS OR REGIONS

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COMPANY ACTIVITY & JOB FUNCTIONS

You have the opportunity to grow professionally and personally, to build lasting relationships and to make a difference. You will help us to solve important problems and build trust in society. In every area of our business you will be working collaboratively in a team of highly skilled individuals, with a wide range of clients, across a wide range of industries. We have graduate opportunities in Assurance, Risk assurance, Tax and Consulting. Undergraduate opportunities include Insight Days, Talent Academies, work placements and summer internships.

GRADUATES SOUGHT Any discipline

STARTING SALARY Competitive

PATTERN OF RECRUITMENT/CLOSING DATE 5pm Wednesday 18 October 2017

FORM OF APPLICATION Online application form

APPROX ANNUAL INTAKE 320

VACATION WORK/COURSES Yes

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

Karen Buckley

Russell Brennan Keane

Boole House, Beech Hill Office Campus, Clonskeagh, Dublin 4

TEL 090 6480600

EMAIL graduate@rbk.ie

WEB www.rbk.ie

SOCIAL MEDIA ie.linkedin.com/company/russell-brennan-keane,
twitter.com/rbkca?lang=en, facebook.com/RussellBrennanKeane

MAIN LOCATIONS OR REGIONS Clonskeagh, Athlone & Roscommon

AREAS OF ACTIVITY & JOB FUNCTION(S)

UCD students – we are on your doorstep!

RBK are one of Ireland's leading Business Advisory and Accountancy Firms, with locations in Clonskeagh, Athlone and Roscommon.

We have opportunities for ambitious and talented graduates to join us and train amongst experts across a variety of departments, including Audit, Accounts, Taxation, Corporate Finance and Insolvency.

We offer excellent hands on training and encourage a collaborative and supportive approach.

Our trainees receive mentoring and work closely with senior staff from the outset and we promote a culture of feedback and communication, supported by our excellent buddy system.

Full financial exam and study support is provided and ongoing training and development. We place a strong emphasis on helping our Graduates to develop highly successful and prosperous careers.

GRADUATES SOUGHT All disciplines

STARTING SALARY Competitive Training Package

PATTERN OF RECRUITMENT/CLOSING DATE Closing Date TBC

FORM OF APPLICATION Online application form

APPROX ANNUAL INTAKE 25–30

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