



# HOW TO WRITE YOUR CV

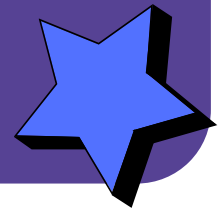


A Step by Step Guide to Creating the  
Right CV for You

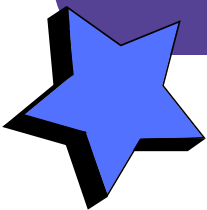


# WHAT IS A CV?

A CV is a document used for job applications. It summarizes a person's education, work experience, skills, and qualifications. It helps employers understand your professional background and decide if you're a good fit for a job. A CV typically includes personal information, education, work experience, skills, achievements, and references.



Your CV gives employers a clear understanding of your capabilities and suitability for a job. It is important to tailor your CV to each specific job application, emphasizing relevant experiences and skills that match the requirements of the role you're applying for.



# WHAT DO I PUT ON MY CV?



Contact Information : This includes your full name, your current address, your mobile phone number, and your email address. Make sure that these details are **up to date** so that employers can contact you!

Education : This is your chance to show employers any educational achievements you might have. Start with the **most recent** and list them in order. This can include diplomas or certificates you haven't finished yet!

Work Experience : Here you can list any work experience you have, including voluntary work or internships. This is a good place to **use action words** to describe your work responsibilities and achievements.

Skills : This is your chance to show employer's what **other skills** you have, such as speaking additional languages, computer skills, or soft skills!

References : These are the contact details of a person who can confirm that you are a strong and **reliable** worker.



# FORMATTING YOUR CV



When you are formatting your CV make sure the writing isn't **too big** or too small

Choose a font that's easy to read like

Times New Roman

Arial

Calibri

Verdana

Open Sans



Use bullet points

- They are good for highlighting important information
- They make reading lots of text easier



# SAMPLE CV 1

## YOUR FULL NAME

### Contact

-  Address
-  Email
-  Phone Number

### Skills

- One of your skills
- One of your skills
- One of your skills

### Languages

- Language 1
- Language 2

### Certificates

- Name of certificate, awarding body, date acquired

### Reference

Name and Contact details of your reference

### Work Experience

**Position · Company** **20xx-20xx**

- Describe your responsibilities and achievements in terms of impact and results.
- Use examples but keep it short.

**Position · Company** **20xx-20xx**

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**Position · Company** **20xx-20xx**

- Describe your responsibilities and achievements in terms of impact and results.
- Use examples but keep it short.

### Education

**Degree · University/College** **20xx**

Summarise your main subjects and describe any projects you completed.

**Degree · University/College** **20xx**

Summarise your main subjects and describe any projects you completed.



# SAMPLE CV 2

## MOHAMMED AHMED

### Contact

-  23 Main Street, Dublin
-  mohammed@gmail.com
-  0861234567

### Skills

- Organizational skills
- Team leader
- Attention to detail

### Languages

- English (native)
- French (B2 level)

### Certificates

- Safe Pass, Chriss Mee Group, 04/22
- Manual Handling, Quality, 07/23

### Reference

Available upon request

### Work Experience

#### Waiter · Murphy's Bar 2021-2023

- Greeted customers and presented menus
- Provided excellent customer service
- Processed payments

#### Barista · Starbucks 2019-2021

- Preparing and serving hot and cold drinks
- Maintained a safe and clean work space
- Maintained and updated stock

#### Sales Assistant · Penneys 2017-2019

- Kept shop floor tidy and well organised
- Assisted customers with queries
- Managed stock and replenished inventory

### Education

#### MA in Management · University of Limerick 2019 - 2020

Graduated with a 2.1 degree

#### BA in Hospitality · University of Limerick 2015 - 2018

Graduated with a 1.1 degree





# HOW TO WRITE A COVER LETTER



A Step by Step Guide to Writing the Right  
Cover Letter for You

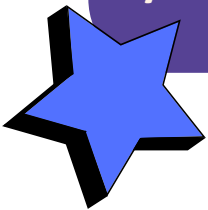


# WHAT IS A COVER LETTER?

A cover letter is a short and personalised letter you send along with your CV when you apply for a job. It lets you introduce yourself to the employer and explain why you are interested in the job.

A cover letter helps you stand out from other people applying for the same job and lets you show off your personality!

A cover letter should not be too long and you should try to write a new cover letter for each job you apply for. Writing a new cover letter lets you make it specific to the job and shows the employer your enthusiasm.





# WHAT DO I PUT IN MY COVER LETTER?



**Personalise it :** It helps if you can address the cover letter to a specific person. Try to find out who is in charge of hiring

**Keep it short :** Keep it short and simple! About half a page is a good length, and definitely no longer than one full page.

**Show them you're excited :** Let them know why you're interested in the job and the company

**Don't repeat your CV :** Add more details, don't just copy and paste the same information from your CV

**Use the right words :** Include words from the job posting to show that you understand the role

**Follow their rules :** If they ask for any specific things in the cover letter, make sure to include them

**Match the job requirements :** Explain how you meet the requirements for the job and list any special skills or experiences that are relevant



# FORMATTING YOUR COVER LETTER



When you are formatting your CV make sure the writing isn't **too big** or too small

Choose a font that's easy to read like

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In the first paragraph don't forget to introduce yourself and say what job you are applying for. In your last paragraph, remind them of your enthusiasm and thank them for their time.



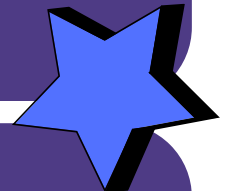
# WHAT IS THE DIFFERENCE BETWEEN A CV AND A COVER LETTER?



A CV and cover letter can seem very similar, but there are some important differences between them!

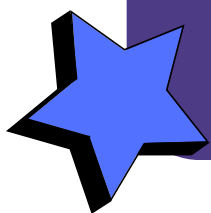
## CV

- A detailed document that shows your education, work experience, skills and achievements
- Used for job applications
- Is about 1 page long, 2 pages at most
- Follows a standard format



## Cover Letter

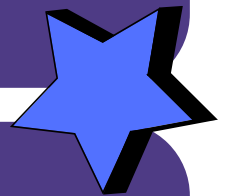
- A **short letter** that goes along with your CV when you apply for a job
- Introduces you and explains why you are a good **match** for the job
- Focuses on **specific skills** that are relevant to the job
- Should be **customised** for each job
- Never longer than **1 page**



# RESEARCHING THE EMPLOYER



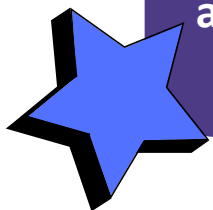
Your Cover Letter is the first impression you make with an employer so let's make sure it's a good one! Doing a little research shows your enthusiasm and attention to detail, and can help you stand out from other applicants. So where do you start?



**Company Website** : Start by visiting the company website. Understand what it is that they do, and see if they are any extra information about their products or services.

**Review the Job Advertisement** : Carefully read the job advertisement. Make sure to take note of the specific skills and experience they are looking for.

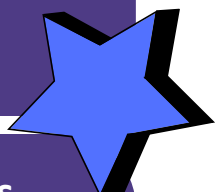
**Check out their Social Media** : Visiting the company's social media such as Facebook, Instagram, LinkedIn or Twitter can help you understand more about the company and their employees.



# WHY YOUR COVER LETTER HAS TO BE UNIQUE



Making a unique cover letter for each job you apply for is very important. Here are some reasons why you should personalise each cover letter...



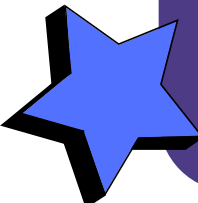
**Showing Genuine Interest :** A customised cover letter shows that you have taken the time to research a company. It lets the employer know that you are serious about the role.

**Highlighting Relevant Skills :** By tailoring your cover letter, you can emphasise the skills and experiences that directly match the job description.

**Standing Out from the Competition :** A tailored cover letter sets you apart from other people who may be using generic letters. It shows that you are putting in extra effort and have a real desire to work for that particular company.

**Making a Personal Connection :** Your cover letter is an opportunity to show your personality and communication skills. By customising the letter, you can use language that resonates with the company culture and values.

**Increasing Interview Chances :** When an employer sees that you are a good fit for the position and have a genuine interest in their company, they are more likely to invite you for an interview



# SAMPLE COVER LETTER

This cover letter is for a kitchen porter job in Murphy's Bar  
This is an online application, sent by email.



Dear Mr Murphy,

My name is Mary and I am writing to you about the kitchen porter job at Murphy's Bar. I have previous experience in the food service industry and take pride in maintaining a clean and organised kitchen. At my last job I supported kitchen staff by cleaning dishes and utensils.

Below, I have attached my CV which provides further information about my skills and experience. I hope you will see my ability to work well in a fast paced environment and attention to detail. I am eager to contribute my skills to your team and hope you will consider my application.

Please feel free to reach me at this email or on my mobile at 0861234567.

Yours sincerely,  
Mohammed Ahmed





# WHERE TO LOOK FOR JOBS

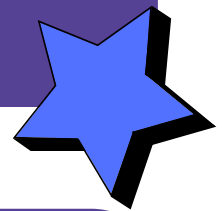


Where to begin your Job Search in  
Ireland

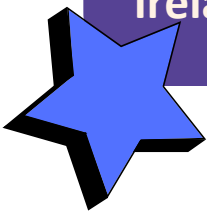


# WHERE SHOULD I LOOK FOR A JOB?

In Ireland, there are several platforms and resources where you can apply for jobs. This info-pack will show you some of the most popular and commonly used options.



Remember to personalise your CV and cover letter to each job application and follow the specific instructions provided by the employer. Persistence, research, and a well-crafted application can increase your chances of finding the right job in Ireland.



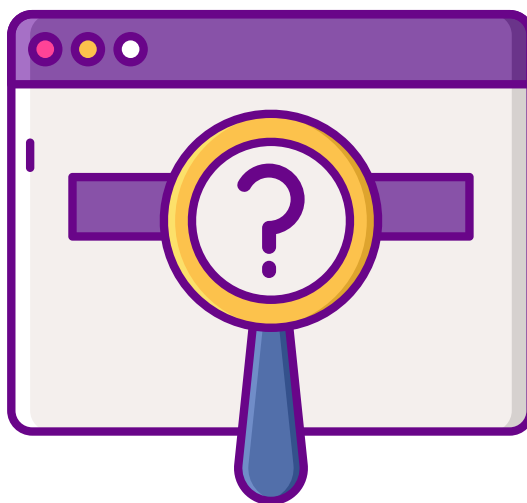


# ONLINE



There are lots of websites where you can find job advertisements. These platforms allow you to search for job openings, upload your CV, and apply directly to companies.

- [indeed.ie](https://indeed.ie)
- [irishjobs.ie](https://irishjobs.ie)
- [jobs.ie](https://jobs.ie)
- [careerjet.ie](https://careerjet.ie)
- [monster.ie](https://monster.ie)
- [recruitireland.ie](https://recruitireland.ie)
- [jobs.independent.ie](https://jobs.independent.ie)
- [jobsireland.ie](https://jobsireland.ie)



# OTHER PLACES TO FIND JOBS



**LinkedIn:** LinkedIn is a professional networking website where many companies in Ireland post job vacancies. You can create a profile, connect with potential employers, and apply for jobs through the website

**Company Websites:** Check the careers or job opportunities section on the websites of companies you are interested in. Many organisations in Ireland post their job openings on their official websites

**Newspapers:** Some newspapers in Ireland have classified sections where companies advertise job vacancies. The Irish Times and The Irish Independent are examples of newspapers with job listings

**Recruitment Agencies:** There are numerous recruitment agencies in Ireland that can assist you in finding job opportunities that match your skills and preferences.

**Local Job Centres:** You can visit local employment offices or job centres for assistance with job searches and applications

**Social Media:** Some companies post job openings on their social media channels, so it's worth following companies of interest on platforms like Twitter, Facebook, and Instagram.



# TIPS FOR YOUR JOBS SEARCH



Remember that job searching takes **time and effort**, but with persistence, you can increase your chances of finding a job in Ireland. Good luck in your job search!

**Research Companies:** Identify companies that you would like to work for. Visit their websites and check their careers page for job openings.

**Professional Development:** Enhance your skills through online courses, workshops, or certifications to make yourself more marketable

**Be Persistent:** Job hunting can be challenging, so stay persistent and positive. Continue applying for suitable positions and follow up on applications when you can

**Stay Organised:** Keep track of the jobs you've applied for, the status of applications, and any interviews scheduled

**Volunteer or Intern:** Consider volunteering or interning in your desired field. It can provide valuable experience and potentially lead to permanent job opportunities.



# STAYING MOTIVATED



Staying motivated during a job search can be challenging, especially when faced with rejections or long periods of waiting. However, maintaining a positive and proactive mindset is important. Here are some tips to help you stay motivated!

**Set Clear Goals:** Define your job search goals and break them down into smaller, achievable tasks. Celebrate each milestone you accomplish

**Create a Routine:** Establish a daily or weekly routine for your job search activities. Treat it like a job, allocating specific hours for searching, applying, and networking

**Stay Positive:** Remind yourself of your strengths and accomplishments. Focus on what you can control and maintain a positive outlook

**Seek Support:** Share your job search journey with friends, family, or support groups like the Employment Hub. They can offer encouragement, advice, and help you stay motivated.

**Celebrate Small Wins:** Celebrate every progress, whether it's a successful application or a productive networking event. Rewarding yourself can boost motivation.

**Learn from Rejections:** View rejections as opportunities to learn and grow. Use feedback to improve your applications and interview skills.





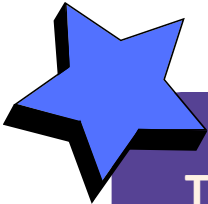
# HOW TO GET YOUR LEARNER'S PERMIT



A Step by Step Guide to Getting your  
Learner's Permit in Ireland

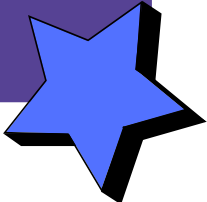


# WHAT IS A LEARNER'S PERMIT?



The Learner Driving Permit allows you to learn to drive a car before obtaining a full driving licence. It is intended for new drivers to gain driving experience and confidence under certain conditions.

Learner drivers must be accompanied by somebody with a full driving licence and display L plates on their car at all times.



# WHAT ARE THE DIFFERENT LICENCES IN IRELAND?



In Ireland, driving licenses have different categories for different types of vehicles you can drive. Here are the main categories:

- **Category A:** For motorcycles of all sizes.
- **Category B:** For cars and small vans (up to 3,500 kg) with up to eight passenger seats.
- **Category BE:** For driving a car with a trailer over 3,500 kg combined weight.
- **Category C:** For large goods vehicles (trucks) over 3,500 kg.
- **Category CE:** For driving an articulated vehicle (truck) with a trailer over 3,500 kg combined weight.
- **Category C1:** For medium-sized goods vehicles between 3,500 kg and 7,500 kg.
- **Category C1E:** For driving a medium-sized goods vehicle with a trailer over 3,500 kg combined weight.
- **Category D:** For buses and coaches carrying more than eight passengers.
- **Category DE:** For driving a bus or coach with a trailer over 3,500 kg combined weight.
- **Category D1:** For minibuses with a maximum of 16 passenger seats.
- **Category D1E:** For driving a minibus with a trailer over 3,500 kg combined weight.



# HOW DO I TAKE THE THEORY TEST?



**Meet the Requirements:** You must be at least 17 years old to apply for a learner's permit in Ireland.

**Prepare for the Theory Test:** Study the rules of the road, road signs, and driving theory to prepare for the Driver Theory Test. You can download an application for your phone or find study materials at your local library.

**Book the Driver Theory Test:** Book the theory test through the official website of the Road Safety Authority (RSA) of Ireland.

**Take the Theory Test:** Attend the scheduled theory test at a designated test centre. The test consists of 40 multiple-choice questions. You must get at least 35 correct to pass. If you pass you will be given a theory test certificate to prove you were successful. The test costs €45. You must bring valid photo ID and proof of address

**Pass the Eyesight Test:** After passing the theory test, you must complete an eyesight test at an optometrist.

**Gather Required Documents:** Prepare the necessary documents, including proof of identity, proof of address, and proof of passing the theory test.

**Apply for your Learner's Permit:** You can apply for your learner's permit online. This will cost you €35.





# WHAT IS IN THE THEORY TEST?



The theory test is taken on a computer at an official test centre. There are four categories in the test

- The Rules of the Road
- Risk Perception
- Eco Driving
- Hazard Awareness
- Good Driving Behaviour

While the test is computer-based, it is designed to be **user-friendly** for people who have little experience of using computers.

If you pass the test, you get a theory test certificate. You can then apply for a learner's permit and begin learning to drive on Irish roads.



# DO I HAVE TO TAKE THE TEST IN ENGLISH?



If you are not comfortable using English for your test, you can request a **translated voice-over** service. The available languages are....

- Arabic
- Polish
- Irish
- Romanian
- Portuguese
- Brazilian
- Lithuanian
- Russian

If you need help in a language that is not listed, you must complete a declaration form. The declaration form must be signed by an approved signatory. You will find a list of approved signatories on the Citizen's Information website.

When you have the declaration form completed, you can make a request for a translator. Allow up to 20 working days for your request. A care specialist will contact you for payment.



# HOW THE TEST WORKS



The test is computerised and can be taken using either a touch screen or a mouse and keyboard. Even though the test is on a computer, it is designed to be simple even for people without computer skills.

The first part of the exam is a short tutorial, which gives you instructions on how to navigate through the exam. It also lets you practice answering two questions.

The test is **multiple choice**. Answers are marked with a square box beside them and you tick one to choose your answer.

If you make a mistake or change your mind, you can cancel your answer. You can skip a question if you like, and go back and answer it at the end of your test. Before you finish the exam, you can review all your answers and change them if you like.



# DRIVING WITH A LEARNER'S PERMIT



There are a few things you need to know before you begin driving with a learner's permit

**Supervision:** As a learner permit holder, you must always be accompanied by a qualified driver with a full driving license. The supervising driver must have held their full license for at least two years.

**L-Plates:** You must display L-plates on the front and rear of the car you are driving at all times.

**Restrictions:** While holding a Learner Driving Permit, you are not allowed to drive on motorways

**Period of Validity:** The Learner Driving Permit is valid for two years. If you don't pass the practical driving test within that time, you must reapply for another permit

**Insurance:** You must have the appropriate insurance coverage while driving with a Learner Driving Permit. It is illegal to drive without insurance.

