



## Summer Internship - Applicant Guide 2014

### Writing Your Application (CV and Cover Letter):

When you are writing a CV, consider the following:

- Reverse Chronological Format (work backwards in time)
  - Covers your Academic Achievements / work history starting with the most recent
- Keep it Short ( 1-2 pages)
- Focus on achievements
- Use bullet points beginning with “Action” words ( please see below)
- Avoid using ‘I’
- Spelling – spell check and proof read it several times
- Do not give incorrect information
- Be clear and provide supporting evidence (see example below of transferrable skills)

### Key Action Words to use when writing your CV and Cover Letter

- |                |               |                |
|----------------|---------------|----------------|
| • Created      | • Managed     | • Produced     |
| • Expanded     | • Marketed    | • Negotiated   |
| • Established  | • Initiated   | • Designed     |
| • Saved        | • Implemented | • Calculated   |
| • Dealt        | • Proposed    | • Maintained   |
| • Arranged     | • Instructed  | • Administered |
| • Co-ordinated | • Analyzed    | • Facilitated  |

### Key Transferrable Skills:

When writing your CV or cover letter, take note of the following transferrable skills that employers are looking for:

- |  |                       |
|--|-----------------------|
| • Numerical / Analytical / Attention to detail | • Problem Solving     |
| • Organisational                               | • Team Work           |
| • Communication / Interpersonal                | • Leadership ability  |
| • Commercial awareness                         | • Attention to detail |

### **Transferable Skills Example (Waiter/Waitress):**

- Take orders and respond to customer requests = **communication skills**
- Work with fellow waiters and chefs = **teamwork**
- Handle cash and work within a commercial environment = **business awareness**
- Timekeeping, multitasking= **organisational skills**

### **CV Instructions:**

The curriculum vitae (CV as it is commonly called), is the Irish equivalent of a résumé. Please see following page for a CV Template.

- Under File > Print > Page Setup, set paper size to A4, the European size.
- Please use Arial, font 10 and 1.5 spacing.
- Centre your name at the top of the page.
- Please **do not** include your home address.
- List under “Additional Skills” the IT skills you have, as well as languages or other skills which are not listed in your work experience.
- Try to keep your CV to one page, but do not worry if you have to extend to two.
- Use spell check!

### **Cover Letter Instructions:**

- Use a business-like, professional tone in your letter.
- Sound confident and provide clear messages about your fit for the job, industry or area of interest.
- Research the professional area so you can link your skills, work and academic experience to the possible role, area of interest or industry. Demonstrate that you have researched the area of interest, the industry or the potential role.
- Remember to keep a copy.
- Finish the letter with ‘Yours sincerely’.

### **File Naming Instructions:**

Please save your Cover Letter and CV in **one** document, the first page should include the cover letter and the second page the CV. The file should be named using the following format: LastnameFirstname.doc (e.g. WinstonMaria.doc). Your application will therefore require you to upload one document only.

# Sample Curriculum Vitae Template

Jo Bloggs

## EDUCATION

**Sample University** August 2010-Present  
**Anytown, Pennsylvania** Third Year Student, Finance  
Grade Point Average 3.46 out of 4.0

## WORK EXPERIENCE

**May – August 2012**                      **ABC Technologies**                      **Summer Intern**

ABC Technologies are specialists in call centre Management Company with employee numbers of 1000.

### **Responsibilities:**

- Accurately maintained a customer contact database.
- Ran weekly reports to produce statistics.
- Efficiently processed mail, phone and personal enquiries from the public.

### **Achievements:**

- Produced a report on call centre procedures.
- Attended departmental meetings.

**June – August 2011**                      **Grill Restaurant**                      **Waiter**

A very busy restaurant that seated 100 customers, I was responsible for 10 tables.

### **Responsibilities:**

- Served customers and operated cash registers.
- Dealt with customer queries and complaints.
- Participated in regular stocktaking.

### **Achievements:**

- Suggested improvement to the queuing systems which led to improved customer satisfaction.

## ADDITIONAL SKILLS

**Organisational:** Experienced at managing time and prioritising tasks to accomplish projects and meet deadlines.

**Interpersonal:** Strong team working, leadership and supervisory skills through group work at college and also through part time work.

**IT:** Proficient user of Microsoft Word, Access, PowerPoint, Excel, the Internet and email.

## INTERESTS

- Running
- Volunteering weekly at local hospital

## **Sample Cover Letter Template**

**Date** (insert date)

**Greeting:**

To whom it may Concern,

**Opening Paragraph:**

I am part of the UCD Lochlann Quinn School of Business Summer Internship Programme and I am interested in working in the area of finance/business/accountancy/marketing.

**Second Paragraph:**

State why you are interested in this area of work or industry and what selling points are unique to you. Discuss your academic background, relevant qualification, work experience and how this links to the area of interest.

**Third Paragraph:**

Refer to the fact that you have enclosed your CV and refer to any points of relevance to your application including key transferrable skills. Summarise your skills and how they might benefit the employer.

**Final Paragraph:**

Reiterate your interest and close your letter with a confident statement which will encourage a positive response.

**Yours sincerely,**

Your signature,

Your name, in block capitals