



ADVICE & TIPS – IRELAND



- *Typical problems encountered:* Some professions require registration with the relevant professional associations and all the necessary qualifications and training to meet Irish standards and conditions (e.g. surgery, nursing, physiotherapy). There is intense competition from other graduates, particularly postgraduates.
- *How to improve your chances:* Obtain practical work experience through a graduate internship or placement scheme. Build your skill set. You need to be able to demonstrate basic competencies such as good computer skills, numeracy, teamwork, communication skills. Offering fluency in another language might also help.
- *Language requirements:* English and Irish (Gaeilge) are the official languages of Ireland. You will need to be fluent in English to work in Ireland. For some public service appointments, such as some teaching and lecturing posts, some knowledge of Irish is also required.

The application letter

A good cover letter will complement your CV and emphasise your suitability for the job you are applying for.

- Use good quality, white writing paper and a neat layout on one side of A4.
- Specify why you are writing (ie in response to an advertisement or on a speculative basis).
- Demonstrate that you have researched the company and know why you are applying.
- Say why you want to work for this particular organisation and why they should employ you. What do you have to offer? What is the relevance of your academic/technical experience and interests to the requirements of the job?
- Convince them you want the job and give details of your availability for interview. It might be appropriate to indicate which related alternatives you would also like to be considered for.
- Don't forget to sign the letter.
- Keep a note of the date and make a polite follow-up by telephone or letter if no reply is received after two weeks. This is likely to have the effect of emphasising your continued interest and showing a businesslike approach. Both are likely to influence a prospective employer favourably.

The Curriculum Vitae

What information should an Irish CV contain?

When preparing a CV for an Irish employer, it's worth bearing in mind:

- A CV for an Irish employer has no standard length, but many employers prefer them to be short (a maximum of two pages).

- Most employers like a description of what you did in each job as well as job titles, dates and previous employers.
- Common practice is to start with your personal details, then education and next your work experience putting them in reverse chronological order.
- As a foreign candidate it is useful to bring copies of your CV, diplomas and employer testimonials to the interview with you, although qualifications will only be checked when you are offered the job).

There are different ways of presenting the information on your CV, but it should always include certain key information.

- Personal details A CV should contain a factual summary of personal details. Only use contact details where correspondence will reach you promptly.
- A career aim Can be useful to include when you wish to highlight your personal suitability for a targeted job/sector.
- Educational qualifications Are usually presented in reverse chronological order.
- Work experience When presenting work experience use positive words that demonstrate what you gained in the workplace.
- Additional information Use a CV to reveal the breadth and depth of your skills, interests, experience and achievements but do not let it exceed two pages.
- Referees Include names of referees and contact details (consult referees before nominating).

The application procedure

In Ireland, speculative applications are worth trying if they are well researched in advance. Realise the importance of language skills. Having a social conversation in English is very different from conducting a business negotiation.

Remember that Ireland is not part of the United Kingdom. Compared to the UK, Ireland focuses more on the personal development, rather than on the academic results, of candidates.

Don't be deceived by the chatty style in which interviews are held. This can be a way to find out about the 'real' you.

Be prepared for assessment centres as these are quite common in Ireland.

Expect questions about your extracurricular activities/hobbies.

Where can I work?

- Major industries: High technology areas, particularly in the software industry, pharmaceuticals, medical technologies, transport, storage, communications, the public and social sector, electricity, gas and water.
- Recent growth areas: The internationally traded services sector, including financial services and e-business, engineering, consumer products, chemicals, biometrics, waste management, construction and the environmental sector. ([Manpower Worldwide](#))
- Industries in decline: Agriculture and manufacturing.
- Shortage occupations: Engineering, financial services (particularly accountancy), IT, computing, medical, social care and science areas.

- Major companies: Microsoft, IBM, Novell, GlaxoSmithKline, Integra LifeSciences, International Financial Services Centre, Daiwa Securities, Siemens, Procter & Gamble, Pfizer, Intel and Merrill Lynch.
- Major cities: Dublin (capital, largest), Cork, Galway and Mayo.

What's it like working in Ireland?

- Average working hours: The average Irish working week is 39 hours. Working hours are governed by EU directives, which stipulate that you're entitled to a minimum of 11 hours continuous rest in every 24 hours and at least one rest period in a working day of more than six hours. You're also entitled to at least 24 hours continuous rest every week.
- Holidays: You are entitled to a minimum of four weeks holiday and the nine public holidays every year.
- Average graduate starting salary: €24,000 - €26,000 (£22,400-£24,288). The highest paid graduates are in engineering with an average starting salary of €28,000 - €30,000 (£26,000-£28,000).
- Tax rates: All EU/EEA and Swiss nationals resident and working in Ireland will pay tax in the same way as Irish nationals. The two bands for personal income tax are 20% and 41%. (Revenue - Irish Tax and Customs).
- Working practices and customs: Business dress does not differ from the UK. Mr, Mrs, or Ms should be used when greeting people. In conversation, the Irish tend to move on quickly to a first-name basis. It is appropriate to present a business card at introductions. Before a meeting, there is usually preliminary small talk, to establish rapport. Networking over coffee is a popular way to do business.

Yi Chen

Term Address: 97 Ranelagh Villas, Ranelagh, Dublin 6
Telephone: 01-6712251
Mobile: 087-1568205
Email: chen@hot.com
Nationality: Chinese

Eligible to work under Third Level Graduate Scheme, with possibility of extension.

Indicate your eligibility to work if possible

Education

2008–2009 **M.Sc Computer Science (Networks and Distributed Systems)**
Trinity College Dublin

Modules studied: Networked applications, data communication and networks, distributed systems, software engineering for concurrent and distributed systems, security and management of networks and distributed systems.

Project: 'An Evaluation of Java-based Real-time Systems Development'.
Developed excellent research and analytical skills, project management and advanced English writing skills.

2004–2008 **Bachelor of Science (Hons) Software Engineering**
Sun Yat-Sen University, Guangzhou, China

Result: 2.1 Equivalent to an Irish BSc Honours degree.

Project: 'A Web based user interface to access computational grid resources.'
Developed technical, research and analytical skills combined with good time-management and planning.

Indicate equivalence of qualifications if possible

2001–2004 **Huamei International School, Guangzhou**

National College Entrance Examination: 2nd Class.
Equivalent to Irish Leaving Certificate standard.

Employment History

2007–2008 **Systems Analyst** **Guangdong Kelon Electrical (internship)**

- Conducted in-depth analysis of existing systems
- Identified system faults and made recommendations for their resolution within the project team
- Developed problem-solving, teamwork and project management skills

Part-time and Voluntary Work

2008–2009 **Facilitation of class seminars for undergraduate Computer Science students, Trinity College**

- Facilitated weekly seminars during term time with Freshman students (class size of 10).
- Prepared materials and corrected assignments.
- Developed excellent communication and listening skills.

2008-2009

Volunteering work with the St Vincent de Paul Society, Trinity College Dublin

Voluntary work is as important as paid work opportunities

- Organised social events in the Trinity Club, a social club for young adults with intellectual disabilities.
- Participated in the weekly soup run.
- Developed an appreciation of the needs of others.

2004-2008

Customer Sales Representative Guangzhou Computer City

- Customer-facing role involving a range of responsibilities including managing the till.
- Achieved individual sales targets
- Developed excellent customer service, communication and negotiation skills.

Additional Skills

Languages: Fluent in Mandarin, Cantonese and English.

Specialist and technical skills: In-depth knowledge of IT operating systems combined with engineering software packages.

Cultural awareness: Knowledge and experience of adapting to different cultures.

Teamwork: MSc group projects and involvement with organising events for the St Vincent de Paul Society.

Interests and Activities

Music: Member of the Jazz society in Trinity College.

Sport: Enjoy hill walking and table tennis.

Current Affairs: Read international newspapers daily.

Referees

Mr Abbot Wang,
Systems Manager,
Guangdong Kelon Electrical,
No. 8 Ronggang Rd.,
Foshan,
Guangdong,
China
Email: wanga@gmail.com
(Employment)

Mr Paul Kelly,
Computer Science Department,
Trinity College,
Dublin 2
Email: pkelly@tcd.ie
Tel: 6012253
(Academic)

Highlight any unique skills you have as an international student

Please note: this is a sample CV for illustration purposes only.