



Summer Internship Programme

UCD CV and Cover Letter Guide

Writing Your Application (CV and Cover Letter):

The Curriculum Vitae (CV) is the Irish equivalent of a résumé. 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:

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.
- You will not be applying to a specific company so you should address your letter in a generic manner i.e. ‘To Whom It May Concern’.
- 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.
- Remember to keep a copy.
- Finish the letter with ‘Yours faithfully’.

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 2013-Present
Anytown, Pennsylvania Third Year Student, Finance
Grade Point Average 3.46 out of 4.0

WORK EXPERIENCE

May – August 2015 **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 2014 **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 taking part in the UCD Lochlann Quinn School of Business Summer Internship Programme and I am interested in working in the areas of Finance/PR/Marketing (list the 3 areas selected as part of your online application). State why you applied for the Summer Internship Programme and why you are interested in completing an internship in Dublin.

Second Paragraph:

State briefly why you are interested in the three areas of work chosen as part of your online application. Discuss your academic background, relevant qualification, work experience and how this links to the areas of interest. Discuss your key transferrable skills and how they might benefit the employer.

This paragraph should be very general, bear in mind that your application may be sent to a number of employers across different business sectors for review.

Final Paragraph:

Reiterate your interest in the summer internship programme and close your letter with a confident statement which will encourage a positive response.

Yours faithfully,

Your signature,

Your name, in block capitals