

CVs & Interviewing Skills



WHY LEARN ABOUT CVs AND INTERVIEWING SKILLS?

A CV sells your skills and experience, and shows prospective employers that you're the right person for the job - so it's essential to get it right. If you land an interview, it's important that you're aware of the kind of questions that might arise and how to prepare properly.



KEY TERMS

Personal Statement/Profile: A written description of your interests and achievements, which is included as part of a job application.

Microsoft Resume Assistant: A function in Word 365 that helps you to create effective CVs by offering content suggestions.



GET STARTED

Course (52 mins): [CV Success Masterclass](#) covers functional and academic CVs, explaining how to showcase your education, work experience, strengths, skills, and accomplishments in an engaging way.

Article: [How to write a Personal Profile](#) (13 mins).

Article: Not sure how to write a CV or cover letter? Check out Jobs.ie [Ultimate Guide](#) (18 mins).

Course: Get ready for that interview with [Preparation for Interview Masterclass](#) (58 mins).

Video (4 mins): [Preparing for a remote interview](#) (phone or video)



FOLLOW-ON ACTIVITIES

Create: Do you use Office 365? Why not try creating your CV using Microsoft Resume Assistant in Word. How? Watch this **Video** (3 mins) [Build your CV with Microsoft Resume Assistant](#)

Prepare: Prepare for an interview by downloading our [Interview Skills Workbook \(PPT\)](#).



DIG DEEPER

Article (3 mins): LinkedIn is a go-to for employers nowadays so [Building a strong LinkedIn Profile](#) is important.

Website: Researchers and Academics – you'll find lots of specific CV and Interviewing advice on [Vitae](#), the global leader in supporting the professional development of researchers.



MAKE CONTACT!

Researchers and Academics: For support on identifying sources of funding, funding call documentation and preparing your CV for a funding application, contact [DCU Research Support Unit](#)

DCU People

Learning and
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