



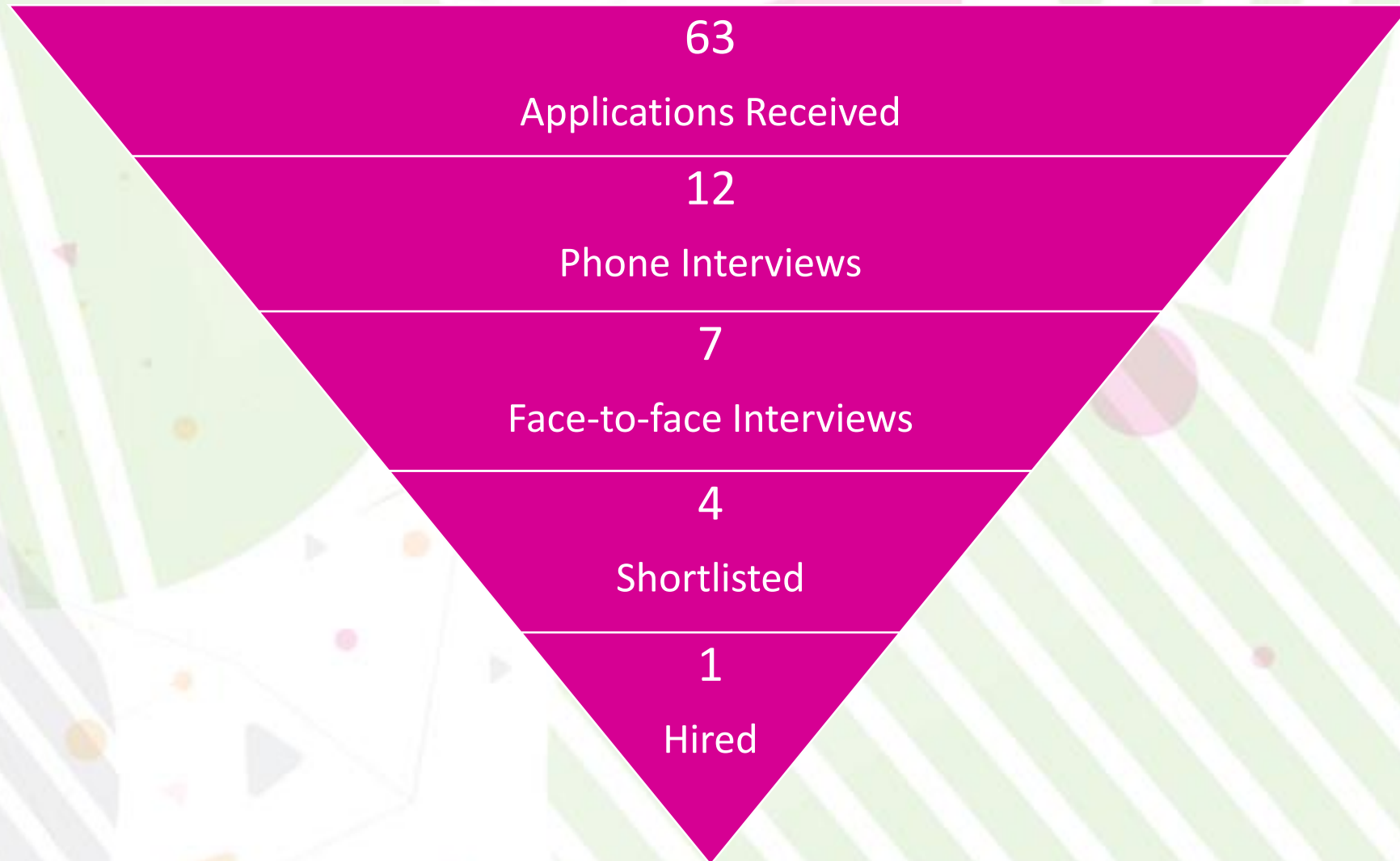
IRELAND'S NOT-FOR-PROFIT GRADUATE PROGRAMME

Applying to For Purpose?

Do it in Style!



Typical recruitment process



How to make sure I get a call?



What to do?



What NOT to do?





The CV



- Considers the audience
- Clear and concise
- Up-to-date & accurate
- Written specifically for the role
- Uses the same font throughout



- Sent without proof reading
- Too long
- Job hopping & employment gaps
- One sizes fits all layout
- Poor format



CV Checklist



Name & contact details



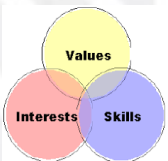
Education



Work Experience



Voluntary Experience



Interests





The Cover Letter



- **Structured**
- **Provides a clear reason for the application**
- **Provides correct information**

- **Too long**
- **One big paragraph**
- **Does not refer to organisation or role**
- **Try not to be too formal (or informal)**



Cover Letter Checklist



Introduce yourself



Explain why you are applying



Describe what you can bring to the role



Refer to relevant experience



Sign off



Success in a phone interview?



“I want a career in the not-for-profit sector”

“The organisation means something personal to me”

“This role offers meaning and purpose”

“I want to make a difference”

“I just want a job”

“Because it’s paid”

“ It was one of a number of roles I applied for”

“ I know nothing about the organisation”

How to meet and impress a potential employer?





**Difficult roads
often lead to
beautiful
destinations.**

