

Applying for Jobs

Resource Sheet for Students

Whether you are looking for a part-time or a full-time job, whether the job is in Ireland or abroad, the process of applying is similar.

You will probably go through the following stages. You will;

- Have identified what you prefer (from experience, subjects, pastimes and interests etc.)
- Seek information about jobs, such as how to apply
- Identify a job that is of interest
- Prepare a CV and, if necessary, an application form
- Submit a covering letter, to introduce yourself
- Await a reply

Identify your preferences (experience, subjects, pastimes etc)

Your success in finding a satisfying job depends a lot on two types of information.

- About yourself
- About the job

Clearly, that information is important, but it takes time to work out. It involves knowing the kind of person you are and what you consider to be important. For example, do you like being with people? are you active and athletic? are you musical or artistic? how important are material things to you? and will these influence the type of work you are willing to do? Your guidance counsellor may provide you with additional resources that may assist you in identifying your strengths and interests.

Similarly, finding out about a job involves gathering information and experience that will help you to find a job that you like. For some jobs, especially temporary or part-time work, the pay might be the attraction. For longer term work, your previous experience and qualifications will influence your choices, as will your preferences for, for example, work indoors or outdoors, work with people, technical work etc.

If you have not already done so, you could talk to your guidance counsellor and other important people in your life to answer some of those questions.

You will seek information about jobs, such as how to apply

Some jobs require previous experience or training before you apply for them. Applying for such jobs can involve some formality. For these, you might be required to submit documents, such as certificates, application forms and personal statements. A job advert will usually include details about the work, the application process and the type of person required. Your guidance counsellor can help you to find this information.

You will have identified a job that is of interest

Finding a job can be as simple as asking an employer, or a relative, for work or responding to an ad in a shop window. On the other hand, you might decide to contact as many employers as possible either by letter or by email.

The Europass website <https://europass.cedefop.europa.eu/> has been developed to help jobseekers in their search for work.

You will prepare a CV and, if necessary, an application form

The CV, or curriculum vitae, is a summary of your life. It should outline your education and other experience as a continuous process up to the present. In general, it contains personal information such as;

- your name and contact details
- your educational experience
- your experience of work, including voluntary work
- the names of people who will vouch for you, called referees

<https://europass.cedefop.europa.eu/documents/curriculum-vitae> provides a very useful guide and template to help you to prepare a CV and covering letter.

You will submit a cover letter, to introduce yourself

A cover letter to introduce yourself will form part of the documents. The cover letter you need to include with your application is a one-page summary of your application and usually contains details of:

- what you are applying for
- who you are
- why you are interested in the job
- what you can bring to the job
- a request for an interview

The Europass website at

<https://europass.cedefop.europa.eu/editors/en/cl/compose> will help you to prepare a high quality covering letter.

You will await a reply

Once you have submitted your application you may receive a reply from the employer and a call to interview. If some time has elapsed after the closing date for applications, a polite request for information about the application process can be made. You should note that the timeline for a reply by the employer is sometimes given in the job description and that this should be consulted before making enquiries.

