

Technological University Dublin, City Campus, Aungier Street.

## Career Development Centre

TU Dublin Career Development Centre is experiencing a large increase in demand for CV reviews. In order for us to meet this demand and make consultations as productive as possible,

**Students, in advance of a consultation, must:**

- Read the section on [CVs on our website](#) and amend your CV as per the guidelines stated in:  
[TU Dublin Careers CV Checklist](#)  
[CV Builder](#)
- Forward a copy of your *original* CV as well as a copy of your *amended* CV to your Careers Coach or [careers.city@tudublin.ie](mailto:careers.city@tudublin.ie)

**Your Careers Coach will:**

- Within a week of the original we will endeavor to book a 15 minute feedback session, where you will get feedback on structure, language, impact, presentation and the extent to which your CV is targeted to the employer
- Provide you with advice on what needs to be improved, but the work needs to be your own

**Your Careers Coach cannot:**

- Offer a proof reading service, nor give detailed feedback or coaching on English language competency

Following this protocol, will enable us to optimise time and resource and support you to build a CV to a professional standard.

TU Dublin Career Development Team