

Your qualification alone is no longer enough to guarantee you a good job once you finish studying. Employers are looking for something extra – work experience in a relevant field if possible, or in an area in which you can develop transferable skills.

Summer work is a great way to earn some much needed cash, and to develop skills which will make you more employable when you leave university or college. Ideally you might want to get a summer job related to the career area you plan to enter when you finish studying. This will give you an opportunity to find out what the work is really like and whether or not it's for you. Even if a placement is part of your course during one summer/term time, don't rely on that alone to gain experience – use all your summers wisely. Try and get broader and/or more senior experience each year, rather than doing the same job on each occasion.

If you're not sure what to do once you leave college, summer work experience will enable you to explore different career areas. Even work which isn't directly related to your career plans will improve your employment prospects. Students with work experience are more attractive to employers because they have developed transferable skills such as communication, leadership, team-working skills and taking initiative.

### ADVERTISED SUMMER VACANCIES

- Check out summer jobs advertised on: [www.gradireland.com](http://www.gradireland.com) – the official graduate careers website in Ireland which advertises vacancies on behalf employers.
- Click on [www.dit.ie/jobscene](http://www.dit.ie/jobscene) for list of summer vacancies employers want to publicise to TU Dublin students and graduates – updated daily.
- TU Dublin Students Union offers a summer job listing <https://www.ditsu.ie/>
- Also, have a look at jobs section of other college and university careers service websites, to access jobs they advertise on behalf of employers.
- Employer websites – most companies have details of their employment opportunities on their own website.
- [www.prospects.ac.uk](http://www.prospects.ac.uk) – this predominantly covers UK vacancies but there is a search facility for jobs in Ireland.
- Research the newspapers: Irish Times on Friday, Irish Independent on Thursday, Sunday Independent, Sunday Business Post and the Evening Herald. Also keep an eye on regional and local press.
- Keep an eye on the careers notice boards in your college for vacancies advertised
- Register with employment agencies <http://www.recruitmentagenciesireland.com/all-agencies-in-ireland.html> & keep your eye on general job hunting websites: See Advertised Vacancies Resource Sheet.

### UNADVERTISED SUMMER VACANCIES

**Most summer jobs are never advertised, so it's up to you to go out there and find them. Here's how:**

- Target specific companies that you would be interested in working for, and make contact with them. Addresses of organisations can be found in the Golden Pages and Employer Directories (see

list below). Less formally, walking into shops, pubs etc., can sometimes yield instant offers of casual labour during the holiday period.

- Make speculative applications. You will need to identify employers who you are particularly interested in, conduct thorough research on their business and make direct contact with them highlighting your suitability and interest in working for them. By making contact before you send in your letter and CV, you can tailor it towards their needs. Contacting people you've never met, puts the pressure on you to make a good and quick first impression. Very often the first contact a job searcher has with an employer is by telephone. Research of hiring practices consistently reveals the importance of first impressions made by the job seeker. A good telephone manner is crucial to a successful job search. Practice does make perfect in talking to employers on the telephone. Perhaps a friend or relative will role play with you --this can make your telephone calls go more smoothly. Your manner should be friendly but business-like. Remember that you will get better at cold calling with practice. You may want to start by calling the bottom of your list and save your top choices for the end. See handout on cold calling.
- Keep an eye on developments within your chosen field, to see growth / development in organisations eg: who has won tenders / grants / funding / awards. Also, be aware of new legislation which will impact on sectors and keep an eye on new foreign investment into the country.

**Also see Resource Sheet on Hidden Jobs Market.**

## **USEFUL WEBSITES**

### ***Business Directories:***

Kompass directory (Irish & Global companies)

<https://ie.kompass.com/>

Irish internet directory

<http://www.irelands-directory.com/>

Business Web portal for Ireland

<http://www.finfacts.ie/>

Irish internet yellow pages

<http://www.nci.ie/Yellow/>

Irish Golden pages

<https://www.goldenpages.ie/>