

THANK YOU FOR JOINING US, THE WEBINAR WILL BEGIN SHORTLY

CV & INTERVIEW MASTERCLASS



GORDON D'ARCY

COMMERCIAL DIRECTOR
BRIGHTWATER



EIMEAR WALSH

ASSOCIATE DIRECTOR
TALENT ACQUISITION & TRAINING

WHILE YOU ARE WAITING, PLEASE

-  Mute your microphone
-  Turn your video off
-  Turn your view settings to 'who's talking'

DURING THE WEBINAR, PLEASE

-  Type all questions in the chat box & send to organizers



PLANNING YOUR JOB SEARCH



Eimear Walsh

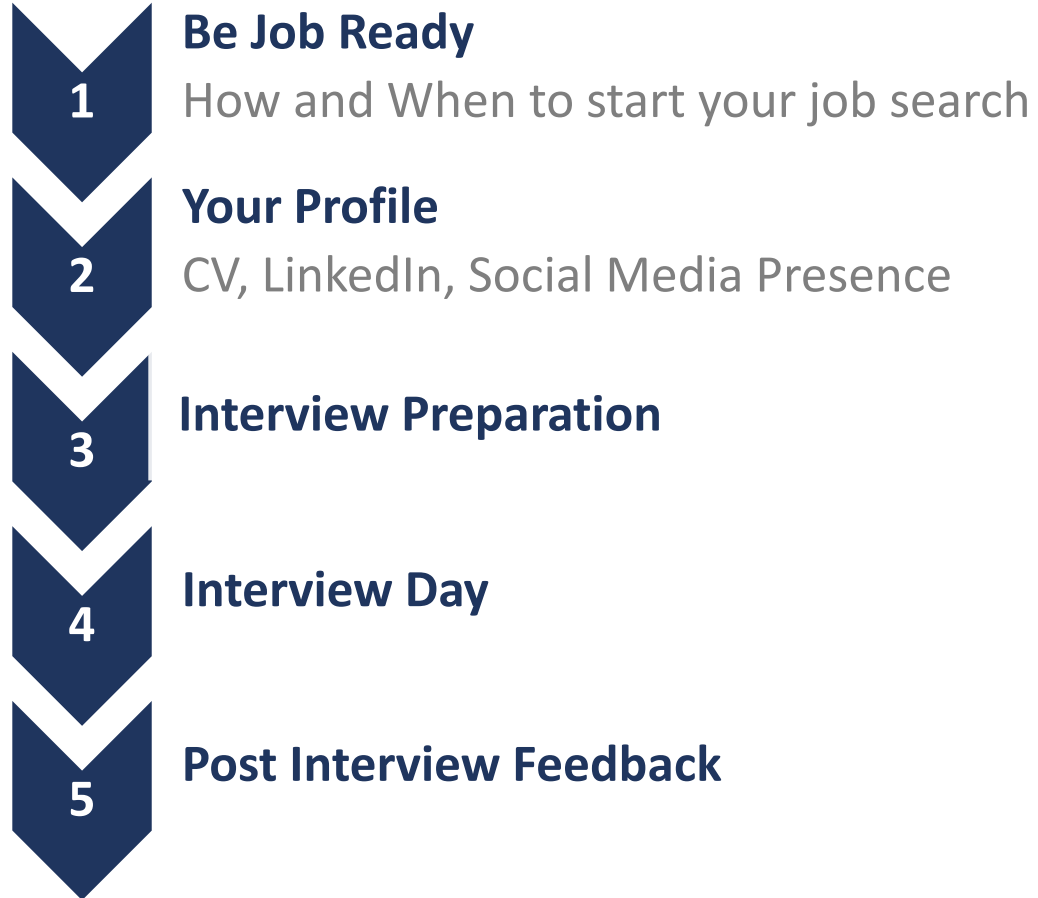
Associate Director, Brightwater Group



Gordon D'Arcy

Commercial Director, Brightwater Group

Planning your Job Search



Eimear Walsh

- e.walsh@brightwater.ie
- 00353 1 6621000

Sample of a Good CV?



Curriculum Vitae

Personal Details

1

Name: Jane Smith
Address: 36 Merrion Square, Dublin
Mobile: 087 111111
Email: j.smith@ordinarymail.com

Profile

2

A driven and forward thinking commercially focused Financial Controller with extensive experience within distribution and FMCG. Proven capacity to formulate and implement effective financial strategies in fast moving organisations. Strong leadership skills, including managing and motivating others to achieve corporate objectives. Demonstrated a first-class commercial acumen and proven track record of managing costs and reducing overheads.

3

Major Achievements

- Proven experience in troubleshooting, turning a loss-making company into a profitable business within eighteen months.
- Proven experience in gaining quick understanding of business and aligning appropriate financial strategy to ensure financial targets are met.
- Proven experience in due diligence, acquisitions and integrating acquisitions
- Responsible for successful creation of new IT department and the change management surrounding the new IT function within a well-established and large multi-site organisation with Hallidays Distributors.

4

Education & Professional Qualifications

- 1996 – Qualified ACCA
- 1993 – Post-grad in Business, UCD
- 1992 – B.Comm (Hons), UCD
- 1988 – Leaving Certificate (6 Honours)

5

Career History

2001 – Present:

Financial Director, Hallidays Plc

Hallidays is a European FMCG distribution group with over 40 bases in 12 countries. It employs over 670 staff. I originally joined as Financial Controller and in 2004, I was promoted to Financial Director, reporting to the European Financial Director in its French Headquarters.

Duties include:

- Managing a finance department of 6 people.
- Managing an IT department of 2 people.
- Reporting monthly P&L and balance sheet to strict monthly deadlines.
- Responsible for annual budgeting process.
- Responsible for annual pricing process.

1. Contact details easily visible

2. Brief personal profile highlighting your ability for this role

3. Examples of achievements and what you can do for the potential employer

4. Concise record of academic & professional qualifications

5. Brief profile of current employer highlighting current role and duties





6

2000 – 2001

Spent year out travelling in Australasia

1994 – 2000:

Management Accountant, Janson

Janson is a medium sized FMCG company based in West Dublin with over 70 staff. It is part of the Janson Europe Group. I joined as Assistant Accountant and was promoted in 1996 to Management Accountant.

Duties included:

- Sales & GP analysis with monthly Board presentations.
- Budgeting and forecasting of the company's P&L.
- Corporate reporting to the European Head Office.
- Cost control (salaries, marketing campaigns and promotions).
- Month end and closing procedures (rebates, accruals)
- Sales price analysis of existing and new products.
- Commercial analysis of competitors.

1993 – 1994:

Audit Assistant, Goldin & Goldin

Goldin & Goldin is a small accountancy practice based in Dublin 3. Its client portfolio consisted of small to medium sized companies and it specialised in the retail and wholesales sectors.

Duties included:

- Assisting on audits.
- Preparing accounts to trial balance.
- Calculating income tax for sole traders.
- Performing financial statements.
- Completing small trader accounts.

7

Interests & Hobbies

- Walking – member of Wicklow Walking Society.
- Swimming – participated in several swim races for charity.
- Reading – particularly biographies.

8

Other Skills

- ECDL – European Computer Driving Licence
- CIPD – currently studying for CIPD exams.
- Qualified lifeguard.

Referees

References available on request.

6. Clear explanation of gap in CV

7. Hobbies show rounded interests

8. Highlight other skills that may be of interest to future employers

B

Sample of a Bad CV?



1

CURRICULUM VITAE

2



PERSONAL DETAILS

Name: Jane Smith, B.Comm (Hons), ACCA

Address: 36 Merrion Square, Dublin 2

Telephone: 087 111 111

Email: luckyjane@ordinarymail.com

3

DOB: 01/01/1971

Martial Status: Married

4

EDUCATIONAL DETAILS & QUALIFICATIONS

1983 – 1988

Loreto College, Dublin

Leaving Cert: English B, Maths A, Business A, Irish C, French B, Chemistry D, Biology C

1988 – 1992: UNIVERSITY COLLEGE DUBLIN

B.Comm (Hons) Grade 2:1

1st Year: Economics, Marketing, Law, Sociology, French

2nd Year: Macro-Economics, Finance, International Business, Marketing, French

3rd Year: International Business, Marketing, French

4th Year: International Business Marketing, French

Project: Commercial Strategies of the UN for Developing Countries

PROFESSIONAL QUALIFICATIONS

ACCA – qualified 1996

Gap between 1992 & 1993

7



1. Check spelling

2. No need to add photo unless requested

3. Always have a generic email

4. . Check spelling

5. Check spelling

6. Give overall results of degree only

7. Always explain a gap between studying and career



CAREER HISTORY

8

1993 – 1994: Goldin and Goldin Accountancy Practice, Dublin 3

Title: Audit Assistant

Duties:

Would assist senior auditors on audits. I would also prepare accounts to trial balance, I helped senior auditors on planning and performing small audits. Also I calculated income tax for sole traders and performed financial statements and completed small trader accounts.

1994 – 2000: Janson, West Dublin

Title: Management Accountant

Duties:

- Sales and GP analysis with monthly Board presentations
- Budgeting and Forecasting of the brand's P&L
- Corporate Reporting to European Head Office
- Cost control (salaries, marketing campaigns and promotions) and month and closing procedures (rebates, accruals, etc.)
- Sales Price Analysis of existing and new products
- Commercial analysis of competitors

9

GAP on dates

2001 – Present: Hallidays Distributors

Title: Financial Controller

Duties:

- Jane manages the finance department of six people and also manages the IT department of two. I am responsible for reporting monthly P&L and balance sheet to strict monthly deadlines. I am also responsible for the annual budgeting and the pricing process. I help create sales programs for phasing out of old products and I manage the obsolescence program and report KPIs to each department manager.
- Duties include cash planning and reporting, fixed asset reporting and evaluation, sales reporting, dealer and product profitability reporting.

10

11

12

INTERESTS

- Reading
- Walking

8. Always keep same font & formatting throughout document

9. Put most relevant points first

10. Always explain gaps – eg travelling

11. Choose one pronoun & stick to it throughout CV – eg: "I manage"

12. List duties in bullet points

B

Social Media

LinkedIn Profile

- Take time to do up a professional profile
- Include all “Experience” as per your CV
- Write a “Profile” as per your CV
- Use a professional photo
- Tag “open to opportunities”
- Use “Key Words” – words that recruiters or hiring managers can use to find you.
- Connect to your network, colleagues, school / college alumni

Other Social Media Platforms – Twitter, Facebook, Instagram

Keep it PROFESSIONAL or keep it PRIVATE



Making an Application

- Research and apply to roles where you have the **SUITABLE SKILLS**
- **DO NOT SPRAY AND PRAY** with your CV
- Follow the appropriate application process, online, via company portal, via LinkedIn etc.
- LinkedIn applications versus Email Cover Letter and CV
- Find connections, get a recommendation

Interview Preparation (Theory)

- **Research the Company**
- **Research the Role**
- **Know your CV and Experience inside out**
- **Research the Interviewers**

Interview Preparation (Practical)

Remote Interviewing – BEFORE THE INTERVIEW

1. Technology

- Familiarise yourself and download the correct technology
- Test the link and passwords beforehand
- Ensure you have PICTURE and SOUND
- Have the contact number of the interviewer in case of emergency
- Ensure your Wi-Fi is running at full speed
- Ensure your Laptop is charged

2. You and Your Space

- Have your Laptop set up in a quiet place in your house
- Ensure your family / house mates understand you need quiet
- Keep notes and a copy of your CV / job spec handy
- Dress professionally (Top and bottom)
- Check your background
- Make sure you are sitting comfortably, avoid distractions or things you will fidget with.

Interview Tips & Tricks

- Be on Time
- Be Alert
- Be Prepared
- Be transparent, Be Honest, Be Upbeat, **BE YOURSELF**

Interview Pitfalls

- **Short, limited answers**
 - Use examples, detailed scenarios to add flesh to your answers
- **Answers lacking “real life experience”**
 - Relate your answers to real life situations to highlight your skills
- **Avoid using internal jargon, acronyms**
- **Selling yourself short**
 - Practice demonstrating how you have developed certain skills in your career to date

Closing the Interview

- Prepare 3 – 4 good questions for the interviewer
- Be ready to discuss your salary, notice period and availability to start
- Ask about the next steps in the process or when you can expect feedback
- If you feel the interview went well and you want the job TELL THEM
- Thank the interviewers for their time

Questions?

For further information or for a confidential conversation,
please contact **Eimear Walsh**
on + 353 1 6621000 or e.walsh@brightwater.ie

