

First-Steps Towards Employability



First-Steps Towards Employability A Lifelong Learning Programme





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This booklet has been produced as a result of a partnership which brought together European adult education providers across 6 countries: Romania, Italy, Spain, France, Germany and Ireland. The partnership participants deliver a range of programmes to learners, predominantly learners with low educational attainment. All partner organisations have similar aims namely:

- (1) The delivery of quality educational programmes in conjunction with the development of individual and social skills.
- (2) To re-skill and up-skill learners to face the challenges of a changing employment market.

The project, First Steps to Employability, was set up to develop an approach, with European transferability, which allows partners to learn from each other's methodologies and practices and develop tools to enhance employability for our client groups. Working with a general target group of unemployed individuals with low educational attainment the project's trans-European framework of skills and tools include:

- Support coaching around attitudes to work.
- Application training (e.g. CV, Cover Letter, simulated job-interview)
- Basic skills (e.g. Literacy, Numeracy, IT, foreign language)
- Providing information on EU labour market
- Guidance and counselling
- Establishing contact with prospective employers/companies/agencies

Within the overall Grundtvig programme this partnership has sought to provide adults with pathways to improving their knowledge and competencies with a view to enhancing overall employability options. The partnership has sought to address

basic essential educational skills deficits that exist within our shared target groups and to develop cross European tools and resources to enable our target groups enhance their employability skills within a changing European labour market.

The overall objective of the partnership has been the development of his single and easy adaptable module of 'essential skills' to foster employability skills within a disadvantaged learner target group. In conjunction with this module the partnership also developed a project website which contains relevant information of the labour market conditions and opportunities across each partner country, and which acts as a means of sharing information in a Trans-European context both during the lifetime of the partnership and once the project is over.



Outcomes

Central to the learning partnership has been the production of a range of tools which can be used by learners across each partner country. At the initial planning stage each partner was allocated a specific task with a given outcome. As the partnership has evolved the overall project outcomes have also evolved from initial inception. In this section the final outcomes have been divided into three clear sections which can be used individually or collectively and which together form a downloadable booklet.

The outcomes for each partner are outlined as follows:



Romania

Finalisation of Project Plan and Timescale



Italy

Finalisation and Design of Website



Spain

CV and Cover Letter



France

Interview Video and Guide



Germany

Partner Job Website Database



Ireland

Project Co-Ordination and Website Production



FIRST PROJECT MEETING ROMANIA OCT 2013



SPANISH VISIT - GROUP PICTURE MAY 2015



CV and Cover Letter

Advertising Your Value

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A CV and covering letter is the chance to show an employer the best of what everyone has got. It is about selling your skills and experience, and showing them you are the right person for the job.

There are some basic rules to follow if you want to create the best impression although, at least, it is up to you how to write it.



CV and Cover Letter

Advertising Your Value

1 Create a CV

All you need to hand are your personal details, and your education and work history.

1.1 What To Put In Each Section

Want to know if you should put your age in your personal details section? or if you need to list your referees at the end? Find out what to include and what to leave out in each section of your CV.

1.1.1 Personal Details

You should include your name, address and contact details.

It is up to you whether you include your age, marital status and nationality. Recruiters should be able to make a decision about your skills and abilities without this information.

If you are adding your email address to your contact details make sure that it sounds professional and creates the right impression. You may also want to add a link to a professional social media website like for example, LinkedIn. If you do, check that the website shows you in a positive light and doesn't contain anything you wouldn't want an employer to see.

1.1.2 Personal Profile

Your personal profile is a mini-advert for you and should summarise your:

- skills and qualities,
- work background and achievements,
- career aims.



It should only be a few lines and must grab the reader's attention. Try to avoid over-used terms, such as 'reliable', 'hard working', 'team player', 'good communication skills' etc. These general terms are heard very often and they don't help an employer to build up a picture of you.

For example, if the job involves working with people, try to highlight relevant, specific people skills such as: negotiating, effectively dealing with demanding customers, presentation skills, handling conflict, or showing empathy.

These help the reader build up more of a picture of your skills, knowledge and experience. Be brief - you can go into more detail and highlight examples of your skills in later sections.

When you are summarising your career aims, think about the employer you are sending the CV to. It will hit home with employers if your career aims sound exactly like the kind of opportunities they currently have.

1.1.3 **Employment History and Work Experience**

If you have been working for a while, you could put your employment history first.

If you don't have much work experience, you might like to highlight your education and training.

In this section you should start with your present or most recent job and work backwards. You should include employer, the dates you worked for them, job title and your main duties. Provide more detail on the relevant jobs you have had and give examples of the skills you used and what you achieved.



Use bullet pointed lists and positive language. Try thinking of ‘action’ words that you can use to describe what you did in your job, like achieved, designed, established, supervised, co-ordinated, created or transformed.

Try to relate your skills and experience to the job description, person specification or what you think the employer is looking for, if you are sending your CV. Also include any relevant temporary work and volunteering experience.

Avoid unexplained gaps in your employment history. If you had time out travelling, job seeking, volunteering or caring for a relative, include this along with details of what you have learned and skills you have gained.

1.1.4 **Education and Training**

Start with your most recent qualifications and work back to the ones you got at school.

Using bullet points or a table include:

- the university, college or school you went to,
- the dates the qualifications were awarded and any grades,
- any work-related courses, if they are relevant.

1.1.5 **Interests and Achievements**

You can include hobbies, interests and achievements that are relevant to the job. For example, if you are involved in any clubs or societies this can show that you enjoy meeting new people. Interests like sports and physical recreation activities can also show employers that you are fit and healthy. Try to avoid only putting activities that you would do alone like reading,



bird-watching or playing video games, unless they relate directly to the job that you are applying for. They may leave employers wondering how sociable you are. Make your activities specific and interesting.

1.1.6 **Additional Information**

You can include this section if you need to add anything else that is relevant.

Such as explaining that a gap in your employment history was due to travel or family reasons. You could also include other relevant skills here, such as if you have a driving licence or can speak any foreign languages.

1.1.7 **References**

At least one referee should be work-related. Or, if you have not worked for a while, you could use another responsible person who has known you for some time.

You can list your referees on your CV or just put 'references available on request'. If you decide to include their details you should state the relationship of each referee to you – for example 'Peter Sánchez, line manager'.



1.2 Showing the European CV Format

1.2.1 What is Europass

Five documents to make your skills and qualifications clearly and easily understood in Europe:

Two documents freely accessible, completed by European citizens:

- the **Curriculum Vitae** helps you present your skills and qualifications effectively and clearly. You can create your CV online using tutorials or download the template, examples and instructions.
- the **Language Passport** is a self-assessment tool for language skills and qualifications. You can create your Language Passport online using tutorials or download the template, examples and instructions.

Three documents issued by education and training authorities:

- the **Europass Mobility** records the knowledge and skills acquired in another European country;
- the **Certificate Supplement** describes the knowledge and skills acquired by holders of vocational education and training certificates;
- the **Diploma Supplement** describes the knowledge and skills acquired by holders of higher education degrees.

A network of **National Europass Centres** - the first point of contact if you want to learn more about Europass



1.2.2 Its Objectives

- to help citizens communicate their skills and qualifications effectively when looking for a job or training;
- to help employers understand the skills and qualifications of the workforce;
- to help education and training authorities define and communicate the content of curricula.



2 Write a Covering Letter

Do not let your covering letter be an afterthought. A great covering letter is your chance to wonder employers with your enthusiasm and highlight the most relevant parts of your CV.

2.1 How Do I Write A Covering Letter?

The covering letter and CV is the total package – your golden opportunity to sell yourself to employers. They are going to be reading your covering letter before your CV so it is important that it makes an impact. Covering letters that create a good first impression are well constructed, do not contain any spelling mistakes or bad grammar, and support what you are saying in your CV.

A good letter makes an employer sit up, take notice and want to read your CV. It will have more of an impact if it shows the employer that you have done your research. This means showing you know what the job involves and what they are looking for in an employee. Your letter will need to convince an employer that you want the job and that you are the best person for it.



2.2 Guide To Writing A Better Letter

2.2.1 General Points: The Purpose of a Covering Letter

Your covering letter is a document that is individual to you and the job you are applying for, but there are some general rules to stick to. Here are some points about covering letters to get you thinking along the right lines.

2.2.1.1 Use a Computer

It is normal to use a computer to write and print out your covering letter. Most employers will prefer covering letters to be done in this way. It makes it easier for them to read and easier for you to make any changes or corrections before you print it out.

You might be asked to handwrite your covering letter. This is normally so employers can see what your handwriting is like. Make sure you follow any instructions you are given. Take your time, make sure you have not made any mistakes and that your handwriting is clear. You could do a draft first, ask somebody else to check it for you and then re-read it and check it yourself.

2.2.1.2 Push Your Strengths

Your covering letter should draw attention to your most relevant skills and achievements.

You can provide more information on the skills and experience that are relevant to the job. You could explain how a particular experience helped



you develop the skills included in your CV. For example, 'doing the weekly stock take helped me to sharpen my maths skills and spot sales trends'.

2.2.1.3 **Make It Personal**

Do not send out identical covering letters without any details about the employer.

Show the employer that you have done your research on the company and you know what they do. Make it clear you have thought about which skills they want and how you can provide them. The more specific you can be, the more attention your letter will attract. It is better to spend your time writing ten personalised covering letters than sending out forty identical ones.

2.2.1.4 **Consider Explaining CV Gaps**

You can use a covering letter to explain gaps in your CV, such as unemployment, gap years or time spent travelling.

It is a good opportunity to introduce them and explain how you dealt with these periods and what you learnt from them.

If you take this opportunity to explain any gaps in a positive way it will mean that an employer has a full picture of your history. There will be no unexplained gaps that could cause concern.

Whatever the reason for gaps in your CV, explain what you have learned. If you have been unemployed you could mention how organised you were in your approach to job hunting, training courses you have been on, or any volunteering you have done.



2.2.1.5 **Provide Information About Your Disability**

You are not legally obliged to mention your disability and it is your choice on how open you decide to be in your covering letter about it.

Deciding to disclose your disability at the application stage can give you an opportunity to talk about the transferable skills you have developed as a result of dealing with your disability. You can use your covering letter to talk about how you will bring those skills to the workplace.

2.2.1.6 **Use the Right Language and Tone**

When applying for most jobs, use clear, business-like language.

If you are applying for a creative role, such as an advertising copywriter, you could show your originality and word skills in the language and tone you use. However, use your judgment carefully, based on what you can find out about the company and their approach to recruiting.

2.2.1.7 **Check it**

Always check your covering letter for spelling and grammatical errors.

It helps if you leave some time after completing the letter before checking it. This way you will look at it with fresh eyes. When you have been working on one piece of work for a while, it can be difficult to spot any mistakes or errors.

It is a good idea to ask someone else to check it over for you, to get a different perspective. Just like the employer, they will be reading it for the first time. They might also be able to make helpful suggestions and check that it flows well.



2.2.1.8 **Keep It Brief**

Keep your covering letter short and to the point. A maximum of five short paragraphs on a single page should be enough to get your message across. It will also be short enough for employers to read quickly.

2.2.1.9 **Keep the Format Consistent**

If you use the same font and text size on your covering letter and CV it will look neat and professional.

2.2.2 **The Start: Grab the Reader's Attention**

You want the employer to read your letter, so remember, this is all about selling yourself. It is essential you make a good impression at the start of your letter.

2.2.2.1 **Address Your Letter to a Specific Person**

If you are applying on the off-chance they have a vacancy, first ring the company or organisation to find out the name of the recruiter or the head of the department you want to work for. Do not just address it to Human Resources Department – your application may never get through to the person who is in charge of hiring.

If you are replying to an advertisement, address it to the person named in the advert.

In both cases, make sure you spell their name correctly and address them with their preferred title, whether it is Mr, Mrs, Ms, Dr, etc.



2.2.2.2 **Explain Why You Are Writing**

Employers may have to read hundreds of CVs and covering letters so avoid starting yours with 'I am writing'. It is stating the obvious, can become repetitive and may not help your letter to stand out from the crowd.

Be clear about what you are applying for, if you are responding to an advertisement. Include the full title of the job, the reference number (if included in the advertisement), and where you saw it advertised.

2.2.2.3 **Be Enthusiastic, Show Motivation**

The start of the covering letter is a good place to show how keen you are to get this job and work for this employer. Many employers will be skim-reading covering letters, so the opening paragraph is your opportunity to impress them with how much you know about their work.

Explain why you believe you are the right person for the company, and what makes you highly motivated to work for this particular employer. Show that you are familiar with their products and services, and recent news about them. You could also explain that you are enthusiastic about working for them because you share their work values, culture and style.

2.2.3 **The Middle: Why You Are The Best Person For The Job**

You have started well - now convince the reader that you know what the job involves, what they want from applicants and that you are the right person. The middle section is where you get into more detail and sell your most relevant skills.



2.2.3.1 **Sell Your Skills and Achievements**

Do your homework - research the company and the job to find out which are the main skills the employer needs. Think like an employer - which combination of personal qualities, experience, qualifications, and skills would impress? Provide the evidence that you have got them.

The covering letter is your opportunity to provide more detail about these key points, more so than in your CV. You might like to include real examples of when you have used these skills. Highlight any major achievements, such as completing training courses, promotions, company awards, or any other praise or recognition.

2.2.3.2 **Describe What You Can Do For Them**

Present your skills in a way that shows how giving you the job will benefit their company. You can do this by cutting down on the number of times you use the word 'I' and increasing the number of times you use 'you' and 'your company'.

2.2.3.3 **Speak Their Language**

Use their kind of language. It may seem like a small point, but some organisations prefer formal business language, and others prefer plainer speaking. Have a look at the employer's website, job advertisements and any other communication to try to find out what their preferred language style is.



2.2.3.4 **Put Yourself In The Employer's Shoes**

It can help if you try to look at your covering letter from the reader's point of view. Imagine you are the employer and ask yourself, 'what do I want from applicants?', 'what would make a candidate stand out?', 'what would be my ideal candidate?', 'why would I hire the person who sent this covering letter?'

2.2.3.5 **Identify Your Unique Selling Points**

Think about whom you will be competing with and what sets you apart from them. For example, you might have a very specific combination of experience across different work areas. Or you might have been responsible for winning or completing a big order. Details like this can impress employers and help them build up a picture of who you are.

Be positive about who you are and what you have to offer. For example, if you are older you could push your experience, and your ability to learn quickly and hit the ground running. If you are recently out of college you could say that your strengths are having new ideas, enthusiasm and willingness to learn.

2.2.3.6 **Promote Your Transferable Skills**

Transferable skills are general skills you can use in many different types of jobs. Selling these skills might be useful to you if you are looking to change career. Think about a job you have done before and the job you want to get into, and try to identify the skills you need for both. Examples of these skills are working to deadlines, managing budgets and working well with a wide range of people.



2.2.4 **Signing Off: Pulling It All Together Arranging What Is Happening Next**

The last paragraph of your covering letter needs to pull it all together. It needs to leave employers with a positive impression of you and make it clear what you would like to happen next.

2.2.4.1 **Suggest Where To Get More Information**

Invite the reader to get more details about you from the enclosed CV.

2.2.4.2 **Suggest a Response**

If you are replying to an advertised vacancy, say you are looking forward to hearing from them. Explain how you would like to be contacted, whether it is by phone, email or post. But make sure your contact details are on your covering letter and CV.

If you are applying on the off-chance of a job, you could say you will wait for their call or that you will call them in a week or two. You could even ask for an interview or an informal chat, as long as you are polite and not too pushy.



3 Suggestions

Ireland

- We do not include a photo on CVs.
- We generally do not include marital status/age/religion (if we feel this information is beneficial for applicant then we do include it).
- For a variety of reasons we do not include References on the CV. Instead we write references available on request.
- Ensure that email address used by applicant is appropriate.
- The cover letter must be as concise and eye catching as possible.
- In Ireland we do not use the Europass CV-employers are not yet aware of this.
- It would be beneficial to create a word bank to help students when writing CV's-these word banks can be translated into a variety of languages.
- Student needs to be culturally aware when writing CV.



France

- We advise applicants to insert a photo.
- We generally precise: marital status, age. Religious beliefs are not considered.
- We precise the name of the company of the previous employers but not personal names.
- Ensure that email address used by applicant is appropriate.
- Compulsory to write phone number.
- Quality of paper for presentation is important.
- CV should reflect the applicant's personality.



Germany

CV

- Phone number is important!
- Age may be important too!
- Depending on the job you are applying for the marital status is important too.
- For beginners without many informations about education: you can shortly speak about your parents professions.
- Avoid to mention the hobbies that involve risks for your health.

Cover Letter

- Your goal, career aims.
- For higher jobs: the money you want to earn per year.
- Take good/ nice paper.
- Take a new/ nice file.



Romania

- We use european CV for international projects or jobs.
- We use locally more simplified templates.
- We include pictures, although not compulsory.
- CV must be very concrete 2/3 pages maximum.
- Contact data: phone, email (email address used by applicant appropriate) is always included.
- Important skills for the job you are applying, should be strengthened. Use of bold letters.
- We don't recommend to overwhelm with too much information not needed for the job you are applying.
- Date base and examples with skills and aptitudes help students to fill in their own application.
- Nice/classic font and creative presentation. Try to be original and different!



Italy

- We include pictures, although not compulsory.
- Contact data: phone, email (email address used by applicant appropriate) is always included.
- We don't recommend to overwhelm with too much information not needed for the job you are applying.
- Clean and well presented CV



Resources

<http://www.europassmaker.com/>

<https://about.me/>

<http://www.twicver.com/>

<http://re.vu/>

<http://www.google.es/landing/activate/trabaja/index.html>

<http://www.educa.jcyl.es/otrasenseanzas/es/enseanzas-personas-adultas>

<http://www.empleo.jcyl.es/>

<https://ec.europa.eu/eures/page/index>

<https://europass.cedefop.europa.eu/en/home>

<https://nationalcareersservice.direct.gov.uk/>





Interview Video and Guide



This video clip has been produced by the French partners and features two students performing a mock interview. The video shows learners how to conduct an interview and allows the viewer to see an actual interview, how it is conducted and how each party behaves in the interview. The video is also interspersed with narrative clips explaining certain section of an interview and how to behave and react to the given situation.

Produced by the French partners based on inputs from all project partners the video is a valuable tool in preparing learners for interviews based on both visual appreciation of the interview along with narrative hints about behaving in an interview.

<http://first-steps.eu/project-outcome-interview-video-and-guide/>



Partner Job Website Database



Romania



National Agency for Employment (NAE/ANOFM) - anofm.ro

Its services are targeted unemployed and undertakings. Its main objective is to increase the employment of labor and thus reduce the unemployment rate.

Ministry of Labor, Family, and Social Protection - mmuncii.ro

MyJob.ro

Thousands of jobs await your resume. You have tools that help in employment: intelligence test, salary calculator, career advice and the latest jobs by email.

CariereOnline.ro

Daily offers resources for a successful career! Some sections of the portal: Jobs, News, Role- Model, Leadership, Development, Employment, Communications, CSR, Legal, Style, Work & Life, Experiences, Specialist, Training, Events.

undelucram.ro

It is a place where we can share this experience at various jobs, is a place where we can assess employers and working conditions that they offer us. We want to have a feedback as fair and full transparency of what is happening in Romanian working environment.

traffic.ro

The leader in web audit, rankings and statistics in real-time Internet address Romanian.

Ministry of Education and Scientific Research - Edu.ro



National Centre for Recognition and Equivalence of Diplomas -
CNRED.edu.ro

Directorate General International and European Relations -
administrasite.edu.ro/

Ministry of Foreign Affairs - mae.ro

Travel Tips



Italy



[PugliaLavoro.it](#)

A local website based in puglia. It is very easy to use and you can to go directly to the province you are looking for. Language: Italian.

[Pugliaimpiego.it](#)

Is also local. It gives also informations about public jobs. Language: Italian.

[Bancalavoro.it](#)

Is national, very easy to use. Language: Italian.

[MondoLavoro.it](#)

Is also national. Provides also the latest news related to the jobs.

[StepStone.it](#)

Is international. The language is italian but, when you click on the country you want to go, the language is the one of that country.



Spain



[Ministry of Labour and Social Insurance](#) - [empleo.gob.es](#)

Information you can find here: employment and self-employment portals, offers of employment, employment for young people: young entrepreneurs, training courses, social services and benefits. Language: Spanish

[Empleo.jcyl.es](#)

Website from the Autonomous Community. Information you can find here: offers of employment, labour guidance, training courses. Language: Spanish

[InfoJobs.com](#)

Online job search in Europe and career builder site operating in Spain, Italy, Brazil. Languages: Spanish, Italian and Portuguese

[StudentJob.es](#)

Spanish portal of employment specialized in job offers for students and young graduates and it has been launched successfully in France, Great Britain, Germany, Belgium and Austria. It offers offers from companies looking to young people to fill vacancies to part time or full time. StudentJob helps to contact companies both local and international, so that people can acquire their first professional experiences.

[Jooble.org](#)

Website to look for jobs all over the world. Any language.

[Monster.com](#)

Resources to create a killer resume (CV), search for jobs, prepare for interviews and launch people's career. Languages: Spanish and English.



France



National Association for Agriculture Training and Employment - anefa.org

The Job Exchange managed by the ANEFA is a free service for job seekers and employers.

You are looking for a job in crop production? The Applicant Page proposes job offers (Permanent contracts, fixed-term contracts, professional contracts, apprenticeship contracts...): more than 7000 job offers were proposed in 2010, with the chance to leave a CV/Resume on line.

You are recruiting farm workers? The Employers page allows the access to all applications in this field (13000 registrations in 2012) and the opportunity to leave a job offer form.

Chlorofil.fr

Website for professionals working for the French Agricultural Education Department.

pole-emploi.fr

French Employment Agency and its regional agencies propose a set of services for both applicants and employers. A daily information about employment, law, regulations and more detailed regional information. National and International job offers.



apec.fr

500 consultants, 39 000 companies/enterprises, 800 000 applicants.

For managers, and executive seniors, the site allows: to access to thousands of job offers, to follow current information from the Employment Institute, to be accompanied by consultants and experts.

Leboncoin.fr

On this website, it is possible to leave job advertisements everywhere in France.

JobTrotter.com

Job offers and current information about employment it all over the world. Actual information to make easier to apply to Civil department and do administrative steps.



Germany



[Federal Employment Agency - jobboerse.arbeitsagentur.de](https://www.jobboerse.arbeitsagentur.de)

Official website of the German Labor Agency. You can choose the language via the button Sprache; you can search for a job in different sectors of working fields

[JobPilot.de](https://www.jobpilot.de)

International job searching machine for the European market

[Federal Employment Agency International Placement Services - arbeitsagentur.de](https://www.arbeitsagentur.de)

This is a part of the German Labor Agency. Via the ZAV you can search on the international market. Language: German/English/French

[Jobs.de](https://www.jobs.de)

Searching for a job in Germany. You can have a personal account and can upload your CV and papers. German language only.

[Stellenmarkt.de](https://www.stellenmarkt.de)

Jobsearch in German; German market

[JobWare.de](https://www.jobware.de)

To find jobs in Germany. Only in German. With a lot of helpful links. You can load up CV and Cover letter and “they do the searching for you” via jobmailer.

[JobNetzwerk.de](https://www.jobnetzwerk.de)

Jobs for jobseekers that are 50 years and older. For German, only in German.



[Karriere.de](#)

Jobs in economical and financial area. Only in German.

[European Employment Services \(Eures\) - eures.de](#)

Eures helps you to find a job on European market. You can search for a certain country by pitting the country indicator at the end of the link: e.g. [www.eures.de](#) (Germany); [www.eures.ch](#) (Switzerland); [www.eures.fr](#) (France)

[Fachkraefte.Sachsen-Anhalt.de](#)

Here you find jobs in the region of Saxony-Anhalt. You can choose between German/English/French.



Ireland



JobSeeker.fas.ie + JobsIreland.ie

These websites are national websites linked to INTREO. The sites contain information on jobs available nationally within Ireland and also a range of career options across Europe and the wider world. The site also allows employers to directly add jobs to the database. The site also allows clients to search for training and education opportunities.

Intreo is a single point of contact for all employment and income supports. Intreo offers practical, tailored employment services and supports for jobseekers and employers alike. Intreo is operated by the Department of Social Protection.

[Public Appointments Service](http://www.publicjobs.ie) - www.publicjobs.ie

The Public Appointments Service is the leading recruiter for public service jobs in Ireland. Publicjobs.ie is the main access route for candidates interested in joining the public service.

The Public Appointments Service is the centralised provider of recruitment, assessment and selection services for the Civil Service. They also provide recruitment and consultancy services to local authorities, the Health Service Executive, An Garda Síochána and other public bodies. This is a national website.

Monster.ie

This is a private company website which details jobs on offer through employers or through recruitment agencies. It also offers helpful tips and advice in a range of areas such as Cv's, interviews etc. This is a national website.



[Limerick and Clare Education and Training Board - lcfet.ie](http://lcfet.ie)

This is a regional website detailing education/course options. The site is operated by Limerick and Clare Education and Training Board who are the statutory agency for the provision of further education and training.

[Limerick Training Centre - limericktrainingcentre.ie](http://limericktrainingcentre.ie)

This is a regional website detailing education/course options available through one of the largest training centres within the mid-west region in Ireland. The centre is operated by Limerick and Clare Education and Training Board who are the statutory agency for the provision of further education and training.



WELCOME RECEPTION ITALY FEB 2014



PROJECT MOBILITY VISIT BRIEFING GERMAN DELEGATION MAR 2015



WEBSITE DEMONSTRATION AT PROJECT MEETING GERMANY



CENTRO DE EDUCACIÓN
DE PERSONAS ADULTAS
PINARES
VINUESA
Junta de
Castilla y León



AKADEMIE ÜBERLINGEN
Mit Kompetenz zur Stelle.



Ireland's EU Structural and
Investment Funds Programmes
2014 - 2020
Co-funded by the Irish Government
and the European Union.

