**PAUL SMITH**

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**LinkedIn**: [[hyperlink to your LinkedIn address] www.linkedin.com/pub/paul-smith11](http://www.linkedin.com/pub/paul-smith11)

[**GitHub**](https://github.com/): Set up an account, host and review your code and projects where an employer can see it [Improve code where necessary] **Crucial for all potential Software Engineers/Developers to provide evidence of their code!**

[**GitHub**](https://github.com/)**,** [**CodePen**](https://codepen.io/)**,** [**Kaggle**](https://www.kaggle.com/)

**For additional samples of my work please visit:**

**Note:**

1. Use online platforms to evidence your skills and achievements. See below examples

**For example:**

* **Website**:<http://paulsmithstudio.com> [**If you are interested in Website Design then create a website]**
* [**SlideShare**](https://www.slideshare.net/), [**Prezi**](https://prezi.com/)**,** etc. [Add a presentation with a synopsis of work or study related projects, including the applications (software/hardware) used]
* [**YouTube**](https://www.youtube.com/account) **/** [**TikTok**](https://www.tiktok.com/login) **/** [**Instagram**](https://www.instagram.com/)**:** [Add a short video of you presenting or explaining a particular concept in your field of study]
* Professional [**Blog**](https://www.blogger.com/about/?bpli=1): [Set up an academic or professional blog]
* Professional [**Facebook**](https://www.facebook.com/)page on Business concepts.
* [**Twitter**](https://twitter.com/?lang=en) account: [Remember – Keep it Professional]
* Professional [**Instagram**](https://www.instagram.com/?hl=en)**,** [**Snapchat**](https://www.snapchat.com/) [Use social media platforms to evidence your work, the events you attend, certifications you receive etc.]
* [**Podcast**](https://www.thepodcasthost.com/planning/how-to-start-a-podcast/) [Evidence your work on the many available free online platforms]
* Publications [Are you publishing articles? Consider publishing a short article on [**LinkedIn**](https://www.linkedin.com/help/linkedin/answer/47538/publish-articles-on-linkedin?lang=en)

**LOOKING FOR SUMMER INTERNSHIPS & GRADUATE OPPORTUNITIES 2023**

[**Note:** Add employment permit status if applicable [examples below]

**For example:**

**Stamp 2**: Eligible to work 20 hours in term time and full-time over the summer period.

**Stamp 1G**:  Available to work full-time.

**PERSONAL PROFILE**

**Notes**:

1. Remember to personalize your profile to match your skills to the requirements of the job, this means you need to review each job description carefully.
2. What is the employer looking for?
3. Why should they hire you? What can you offer them?

**For example:**

* Technology graduate (Level 8)/Computing/IT Graduate (Level 7) [Add your recent qualification]  with over ? years’ experience in a customer focused / client services / technical..? environment where I developed excellent team, communication and customer service skills.
* Confident and competent in all basic IT fundamentals including the use of IT software, systems and principles.
* Keen to demonstrate my technical problem-solving ability, communication and team skills in a fast-paced dynamic environment.
* Seeking employment opportunities in the Technology sector, specifically in the area of [BE SPECIFIC] where I can continue to develop new skills whilst building on my existing experience and recent training.

**Note**:

1. Remember to be specific about the areas you want to work in. Examples: Software Development, Mobile App Development, Data Analytics, Technical Support, System Security, Network Architect etc.
2. If an Employment Permit is a consideration, refer to the [**Critical Skills Occupations List**](https://enterprise.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/)and focus on these areas

**KEY SKILLS**

**Note**:

1. Match to the skills that are on EACH Job Description.
2. For example, if you want to work in **Software Development** put your programming skills first, if you want to work in **Networking** put your Networking Skills first etc.
3. Add links to examples where possible.

**For example:**

* **WEB DEVELOPMENT:** CSS5, HTML5 (Click here to view my website)
* **PROGRAMMING:** Python, Java, C++ (Click on my GitHub account to see my coding skills here)
* **NETWORKING:** Routing & Switching Protocols, WLAN/LAN connectivity troubleshooting
* **DATABASE ADMINISTRATION:** Project work in MySQL, SQL, Access and Advanced Excel
* **CLOUD TECHNOLOGIES:** Familiar with Azure, AWS and Cognizant
* **GRAPHIC DESIGN:** Adobe Illustrator & InDesign, Microsoft Publisher (Click here to see samples of my design work on my Instagram account)
* **OPERATING SYSTEMS:** Familiar with Mac OS X, Microsoft OS, Windows 7, Windows 8, UNIX, Linux
* **Other Applications:** [**Note**: list all software applications you are familiar with]
  + Microsoft Office Suite, G-Workspace, Photoshop, SAP, Salesforce, CRM or MIS Systems?
* **Excellent customer service and communication skills**
* **Technical problem-solving ability**
* **Leadership and negotiating skills**
* **Logical and analytical / Growth mindset**
* **Languages: Fluent English/Portuguese**

**EDUCATION AND TRAINING**

**Notes:**

1. Add ALL EDUCATION from IRELAND **and ABROAD**.
2. Work backwards. Your current CCT course goes first.
3. Add hyperlinks to course and college information, class projects and final year projects (see examples of hyperlinks below)
4. Hyperlink to your course information from the [CCT Website](https://www.cct.ie/courses-search-programmes/).

**2023 – 2024** [**CCT College Dublin**](http://www.cct.ie)**, 30-34 Westmoreland Street, Dublin 2.**

***(On-going)*** [**Master of Science (MSc) in Data Analytics - NFQ Level 9 Major Award**](https://www.cct.ie/course/masters-data-analytics-postgraduate-msc/)

**OR**

[**Higher Diploma in Science in Data Analytics for Business**](https://www.cct.ie/course/postgraduate-diploma-in-data-analytics-for-business/) **- NFQ Level 8**

**Core Modules:** Add your core modules OR final year modules (if you are in your final year).

**Project Work:**    **Notes**:

1. Project information is crucial if you do NOT have work experience in your field as it is the nearest thing to real work experience - Add lots of detail
2. Give a synopsis of the project aims and objectives.
3. Outline clearly your specific role and all applications and data analysis used.
4. Say what the results of the project were – what did you discover?
5. Show evidence – Add hyperlinks for example, to **GitHub** for any coding, **SlideShare or Prezi** for project presentations, **websites** you have created or web pages you have worked on, **YouTube** videos (a short synopsis of your final year project), articles you have published on [LinkedIn](https://www.linkedin.com/help/linkedin/answer/47538/publish-articles-on-linkedin?lang=en), have you considered pitching your idea at a **Hackathon** and getting a team to work on it with you?

**2019 - 2022** [**CCT College Dublin**](http://www.cct.ie)**, 30-34 Westmoreland Street, Dublin 2.**

[**Bachelor of Science (Honours) in Computing and IT**](https://www.cct.ie/course/bachelor-of-science-honours-in-computing-and-it/) **- NFQ Level 8**

**Core Modules:** Add your core modules OR final year modules (if you are in your final year).

**Project Work:**         **Notes**: **As Above**

**Dates From - To     College/Training Centre Name /**Address [Add Hyperlinks]

**Name of Course and Certification Received**

**EMPLOYMENT HISTORY**

**Notes**:

1. Add your most recent employment or most relevant first and work backwards.
2. List your most relevant work experiences first, then, add the rest in date order starting with the most recent. Look up previous jobs on current recruitment sites ([LinkedIn](https://www.linkedin.com/), [Indeed](https://ie.indeed.com/), [Glassdoor](https://www.glassdoor.ie/) etc.) Find the current language that explains the role. Do not try to translate directly from another language into English - this can be unclear. Search for a similar job currently being advertised in Ireland, then, put the relevant content into the past tense.]
3. Remember NO Gaps! Fill in any gaps on your CV. Use the below example as a guide only.]
   1. *During this time, whilst looking for full-time employment I attended courses in ??? and completed the following on-line learning programmes (add programmes and dates).  Additionally, I became involved in several volunteering projects such as ???. I discovered an on-going interest in education which has led me to my current studies, and it is my hope to gain employment in this sector on completion of this course.*
   2. *I spent 2019 traveling in S. America where I learnt to speak Spanish and immersed myself into the culture. I did some volunteering in a local village in Peru teaching English to young adults for two months.*

**MOST RELEVANT**

**2020 - 2021 Company Name / Location / Website** - add a hyperlink to the company website.

*(Part-Time)* [**Note:** Say what the company does if it is a company an Irish employer will not recognise]

**Position                  Add the job title here and highlight it! Say if it is a part-time while you are in college.**

**Duties**     **Notes:**

1. Think about what you achieved in this role?
2. Use Bullet Points using **SUCCESS VERBS (see useful verbs highlighted in red below at the start of each bullet point)** and **DATA (percentages, numbers etc.)**
3. Make each point sound like an achievement. For example saving money or time are good examples in addition to awards won, implementation of new ideas or systems etc.]

**For example:**

* **Increased** new customer website visits by 17% without increasing social media budget.
* **Decreased** AWS bill by 42% through improved architecture (vs. 19% industry average).
* **Improved** revenue for SaaS client by €4,250 through consultative sales training.
* **Reduced** cost-per-hire by €7,010 through employee referral programme.
* **Successfully** oversaw IT installation strategy for data center expansion.
* **Successfully introduced** SDN technologies to drive existing and future networks.
* **Developed** a mobile app for internal automated QA.
* **Pioneered** IoT strategy for 2022 product launch.

**OTHER**

**If you are currently working in a service role unconnected to your field of study, consider adding the following information:**

**2021- Present** While studying full-time for my Degree in ??, I have been funding my college fees and

*(Part-Time)* living expenses in Dublin, by working part-time in a variety of positions in the ??? sector as

a ??? and ???

**Companies:**  Name /Location / Website

**Roles:**  Skills/Duties/Achievements: Add the skills, duties or achievements that will sound good in

the area you now wish to work in for example, problem solving and people relationship skills, teamwork, communication, collaboration, presenting, negotiating, influencing etc.

**2016 - 2018           Company Name / Location / Website** - add a hyperlink to the company website.

[**Note:** Say what the company does if it is a company an Irish employer will not recognise]

**Position                  Add the job title here**

**Duties**     **Notes:** SEE ABOVE USE OF SUCCESS VERBS

**PERSONAL PROJECTS/CONTINUED PROFESSIONAL DEVELOPMENT**

**Notes**:

1. CPD = “Continued Professional Development”
2. Are You ‘Self-Taught’ on any additional software or hardware?
3. Do you have any additional soft skills training (Teamwork, Problem Solving, Collaboration, Project Management, SEO Optimization, Data Analytics etc.)
4. Add the relevant information using the below format:

**Date / Course Name / Website (Hyperlink) / Hours of Course** (non-accredited), **Certification** (if accredited).

**For example:**

**2023** - Ongoing       UDEMY / [The Complete Cyber Security Course: Hackers Exposed](https://www.udemy.com/the-complete-internet-security-privacy-course-volume-1/) / 12.5 Hours online.

**2022**                      [YouTube / Ruby on Rails Tutorial](https://www.youtube.com/watch?v=bbERZkJ8kZ8) / 5.30 Hours online

**2022**                      [VIRTUAL SOFTWARE DEVELOPMENT CONFERENCE DUBLIN, IRELAND](https://www.hackathon.com/event/virtual-software-development-conference-dublin--ireland-400057361337)

Pitched ideas, formed teams, navigated the design thinking process and pitched a solution to the judging panel. Came away with a robust outline for my final year project using Java, JavaScript and presenting using Prezi.

**SUBSCRIPTIONS/MEMBERSHIPS/FOLLOWING**

**Notes**:

1. Join groups to network in your area and possibly get some work experience or project work. Try LinkedIn Groups or [www.meetup.com](http://www.meetup.com)
2. Show on your CV that you read articles related to your studies. [Meetup](http://www.meetup.com/) Groups are a great place to network in your field of study
3. List online publications, journals you follow and add links/web addresses.

**Memberships**

**For example:**

2023 Member - ICS - [Irish Computer Society](https://www.ics.ie/)

2022 Member of the following Technology Meetup Groups:

·        [The Irish Network Operators Group (iNOG](https://inog.net/))

·        [Machine Learning Dublin](https://www.meetup.com/Machine-Learning-Dublin/)

·        [Hadoop User Group Irelan](https://www.meetup.com/hadoop-user-group-ireland/)d

·        [Dublin UX](https://www.meetup.com/Dublin-UX/)

·        [Python Ireland](https://www.meetup.com/pythonireland/)

·        [Hackerspace Dublin](https://www.meetup.com/Tog-Dublin-Hackerspace/)

·        [Dublin-Node-js](https://www.meetup.com/Dublin-Node-js-Meetup/)

**Memberships:**

**For Example for Analytics Students:**

2023 [Analytics Pioneers Dublin](https://www.meetup.com/analytics-pioneers-dublin/) (Meetup Group)

2023 [The Analytics Institute](https://analyticsinstitute.org/)

2023 [Python Ireland](https://www.meetup.com/pythonireland/)

**Following:**

**For example:**

* [Silicon Republic](https://www.siliconrepublic.com/)
* [TechCentral.ie](https://www.techcentral.ie/)
* [Game Developer Magazine](https://www.gdcvault.com/gdmag)
* [biztechmagazine.com](https://biztechmagazine.com/)

**ADDITIONAL INFORMATION**

**Note:** Add any additional information here that may be relevant.

**For Example:**

Full Clean Driving Licence/Own Transport/First Aid Qualification/Personal Achievements etc.

**INTERESTS**

**Innovative Technology:** What Websites Do You Review, Magazines, Forums, Blogs ?

**Voluntary Work:** Activity/Membership of Club/Fundraising Events/Community Work etc.

**Other:** Sports and Leisure Activities. Say if you are a member of a team, an organizer, a participant of a group and what your involvement is.

**PROFESSIONAL REFERENCES AVAILABLE ON REQUEST**

**Notes:**

1. Do not add referees – Only provide them when requested.
2. Make sure to call your referees before giving their details [it is not only good manners + you need to be careful about Data Protection issues], tell them what job you are applying for so they can tailor what they say about you to a potential employer.]

**SAMPLE CV GENERAL NOTES**

1. **SIZE:**

* PAGES (Try to keep your CV to **2 pages**)
* Avoid loud colours and fonts (Black text such as Arial, Calibri, Verdana, Tahoma, Century Gothic etc. are good to use)

1. **CV HEADINGS**

* **PERSONAL PROFILE/CAREER OBJECTIVE/PERSONAL STATEMENT** (Background, Relevant Skills, Direction)
* **KEY SKILLS** (Keep relevant to the job, include applications you can work on, add the buzzwords such as Microsoft Office Suite, G-Suite, MOS, Adobe Products, MIS Systems, CRM Systems, TAS Books, Payroll software, SAP Systems etc.]
* **EDUCATION & TRAINING** (Most Recent First / Add Module information, course titles can be vague. Outline class projects.)
* **EMPLOYMENT or CAREER HISTORY** (Most Relevant first; Add Achievements; Match to the job spec as much as possible)
* **CONTINUED PROFESSIONAL DEVELOPMENT [CPD] & PERSONAL PROJECTS** [Demonstrateinterest in your discipline by showing any other training you are doing since graduating or during college time] NOTE: There are plenty of free online learning tools to use that can enhance your college work and look great on your CV.
* **MEMBERSHIPS/SUBSCRIPTIONS/FOLLOWING** (Join Groups and contribute to blogs and forums, show interest in your field of study in and out of college, attend events, seminars, external lectures etc.)
* **ADDITIONAL INFORMATION** (First Aid, Driving Licence and own transport can be useful to add)
* **INTERESTS** (Keep them relevant, are you healthy and fit? Are you interested in Business News? Are you up-skilling in addition to your college course using any of the FREE learning sites such as LinkedIn Learning or Alison.com etc.)

1. **KEEP IT RELEVANT** – Tailor it to the Job **EVERY Time**
2. **DUTIES/ACHIEVEMENTS**

* **List tangible Achievements under Employment. ‘Google Search’ previous jobs to find**
* **Use current language and terms for previous roles.**

1. **REFERENCES AVAILABLE ON REQUEST**

* Check in with your references first and tell them about your new career path so they can give you the best possible references)

1. **THINK EVIDENCE BASED EXAMPLES – USE HYPERLINKS (Web links) THROUGHOUT**

**FURTHER READING & VIDEO RESOURCES**

[Top CV tips if you’re looking for a data science job](https://www.siliconrepublic.com/advice/data-science-job-cv-tips-hays?mc_cid=3b877bf1ff&mc_eid=bab1441cfe)

| | **Student Success Class Recordings:**  **2022 Video Playlist of Student Success Classes on YouTube**  [**https://www.youtube.com/playlist?list=PLm6kQ8t-swSJCz0Y-McLiYVyJQv0xNnBq**](https://www.youtube.com/playlist?list=PLm6kQ8t-swSJCz0Y-McLiYVyJQv0xNnBq)  **Link to Student Success Classes 2022 on Moodle**  [**https://moodle.cct.ie/course/view.php?id=189**](https://moodle.cct.ie/course/view.php?id=189) | | --- | |
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