

Your CV must be clear, concise, and easy to read.

David O'Connor

Address: Ballinrostig, Gorey, Co Wexford
Telephone: 000 0000000
Email: davidocconnor@yahoo.com
Date of Birth: 5 September 1986

SKILLS PROFILE

- Excellent team-working ability
- Very good communication skills
- Ability to work well under pressure

EDUCATION

1998- 2004
CBS, Gorey, Co Wexford

Leaving Certificate (2004):

Irish (H)	Accounting (H)
English (O)	Business Studies (H)
Mathematics (H)	Technical Drawing (H)
French (H)	

Junior Certificate (2001):

Irish	C (H)	French	C (H)
English	B (O)	Technical Graphics	A (H)
Mathematics	C (H)	Business Studies	B (H)
History	A (O)	Science	C (H)
Geography	B (H)	Civic, Social & Political Education	B

1990 - 1998
Scoil Iosagáin, Gorey, Co Wexford

EMPLOYMENT

June 2002 - Ongoing
Tesco, Gorey

- Full-time during holidays, Weekends during term-time
- Organising stock in storage areas
- Stocking shelves and price checking
- Dealing with customer queries

1998 - Ongoing Family Farm

- Tending to cattle including feeding calves and milking cows
- Driving tractor and spreading fertiliser in fields
- Assisting with vet visits (TB Testing, etc)

Sample 1

I.T. SKILLS

Proficient user of Microsoft Word, the Internet and email.

INTERESTS & ACHIEVEMENTS

Member of Gorey GAA Club. Play both hurling and football. Captain of U16 football team, won County Final. Member of Gorey CBS Hurling Team, reached semi-final stage.

Member of local Athletics Club. As a middle distance athlete, I compete cross-country, road races, track and field events and relays. Won silver medal at All-Ireland Championship in 2002.

Awarded Transition Year Student of the Year. Participated in outdoor pursuits course, financial controller of mini-company.

School Prefect (Fifth Year): Attending School Council meetings, acting as spokesperson for class, ensuring safety of younger students during fire alarms.

Follower of soccer (Manchester United) and Formula One.

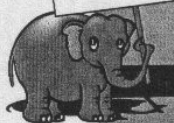
Participate in the annual beach clean-up organised by the local Community Council on a voluntary basis.

Provisional Driving Licence.

REFERENCES

Mr John Murphy,
Principal,
Christian Brothers School,
Gorey,
Co Wexford.
Tel: 000 0000000

Ms Nicola O'Brien,
Manager,
Tesco (Ireland) Ltd,
Gorey,
Co Wexford.
Tel: 000 0000000

REMEMBER

REMEMBER – these are samples of very good CVs. Over time you should work to build up your experiences to have a comprehensive CV like these.

Address: Ballygaddy Road, Tuam, Co Galway
Telephone: 093 00000
Email: jenkelly@hotmail.com

Sample 2**JENNIFER KELLY****PROFILE**

An innovative and reliable school leaver with excellent organisational skills and the ability to work well with others.

EDUCATION

1999 – Ongoing

St Colman's Community College,
Tuam,
Co Galway

Leaving Certificate Subjects:

Irish (L)	English (H)	German (L)
Music (H)	Chemistry (H)	Mathematics (H)
Physics (H)	Applied Maths (H)	

Junior Certificate Results (2002):

'A' Grade in Science (H) and Mathematics (H)
'B' Grade in Geography (H), Music (H), Irish (H), German (L)
'C' Grade in History (H), English (H) and Business (H)

1991-1999

Scoil Mhuire, Tuam, Co Galway

EMPLOYMENT

2003 – Ongoing

Leonardo's Bistro,
The Square,
Tuam,
Co Galway.

Waitress

- Greeting guests and seating them
- Taking orders and serving meals
- Dealing with queries and complaints
- Handling large amounts of money
- Providing a high level of customer service

EMPLOYMENT

2003

St Colman's Community College,
Tuam,
Co Galway

Exam Attendant

- Providing assistance to Exam Supervisor
- Worked as part of a team to organise and maintain the exam halls
- Assisted in distributing exam material and collected it after the exams

2001 – Ongoing

Various families

Babysitter/Childminder**INTERESTS**

Gymnastics: Member of Tuam Gymnastics Club. Competed to All Ireland Level. Assist with junior classes.

Music: Lead role in school musical 'Calamity Jane'. Member of school choir. Play violin (Grade 8).

Quizzes: Member of school quiz team. Finalists in Connaught School Quiz Competition.

Fundraising: Member of organising committee of sponsored walk in aid of Chernobyl Children's Fund. Raised €1950.00

ADDITIONAL INFORMATION

Gaisce Presidents Award Scheme: Achieved Bronze Medal

Date of Birth: 3 February 1987

Driving Licence: Provisional

REFEREES

Ms Ciara O'Neill,
Manager,
Leonardo's Bistro,
The Square,
Tuam,
Co Galway.
Tel: 093 00000

Ms Sinead Ryan,
Principal,
St Colman's Community College,
Tuam,
Co Galway.
Tel: 093 00000

Diane Roche

Ross Road, Killarney, Co Kerry
Tel: xxxxxxx, Email: diane_in_killarney@yahoo.com
Date of Birth: 24 June 1997

PROFILE A professional individual with excellent interpersonal skills wishes to secure a position with a Travel Company for the summer before starting a course in Travel & Tourism in October. Ideal candidate for a position requiring drive, initiative and responsibility.

EDUCATION St Mary's Presentation Secondary School, Killarney
1999- 2005

Leaving Certificate (2005):

- | | |
|-------------------|------------------------|
| • Irish (H) | • Music (H) |
| • English (O) | • Business Studies (H) |
| • Mathematics (H) | • Geography (H) |
| • French (H) | • Art (H) |

Junior Certificate (2002):

- | | |
|---------------------|--------------------------|
| • Irish C (H) | • French A (H) |
| • English B (O) | • Art A (H) |
| • Mathematics C (H) | • Business Studies B (H) |
| • History A (O) | • Science C (H) |
| • Geography B (H) | • Music B (H) |

1991 - 1999
Scoil Bríd, Killarney

EMPLOYMENT Dunnes Stores, Killarney, Co Kerry

2003-Ongoing

Sales Assistant

- Serving customers in grocery department.
- Handling large volumes of cash. This includes correct use of cash register and lotto machine and balancing cash intake at end of day.
- Stocking shelves and participating in regular stocktaking duties.
- Completed courses in Customer Care and Health and Safety in the Workplace.

Budget Travel, Killarney, Co Kerry

March 2003

Transition Year Work Experience (2 Weeks)

- Assisted at holiday desk.
- Prepared packs for postage.
- Filed clients information correctly.
- Taught how to check availability in Budget booking system.

Sample 3

POSITIONS OF RESPONSIBILITY

Assistant Manager of TSB School Bank Branch (2003): Responsible for ensuring that all money received was accounted for and lodged with the TSB.

Class Representative (2002): Responsibilities included acting as spokesperson for class, liaising with teachers, attending class council meetings, organising fundraising activities, organising Christmas party.

SKILLS

Organisational: Effective at managing time and prioritising tasks.

Communication and Interpersonal: Strong team-working and leadership skills.

Computer: Proficient user of Microsoft PowerPoint, Word & Excel, the Internet and email. Achieved honours in Department of Education Typing Examination.

Language: Good standard of French and Irish.

INTERESTS

Member of Killarney 'No Name' Club: Participate in wide range of activities including debating, sport, variety show, etc.

Volleyball: Currently member of senior school team. Captain of junior school team that won Munster Final. Completed refereeing course. Assist coaching younger teams.

ADDITIONAL INFORMATION

Provisional Driving Licence.

French: Moderate level of fluency. Achieved 'A' Grade in Junior Certificate. Participated in 2-week French Exchange in Transition Year. Returned to family for 2 weeks again last summer.

REFERENCES

Ms Fiona O'Hanlon,
HR Manager,
Dunnes Stores,
Killarney,
Co Kerry.
Tel: xxxxxxxx

Sr Anne O'Brien,
Principal,
St Mary's Presentation
Secondary School,
Killarney, Co Kerry.
Tel: xxxxxxxx

Tómas Coleman

Address: 8 Castleshannon, Kells, Co Kildare
 Tel: xxxxxx, Email: tomcole@hotmail.com
 Date of Birth: 5 December 1988

Sample 4**PERSONAL SKILLS/QUALITIES**

- Good communication skills
- Customer service skills
- Flexible and willing to learn
- Excellent organisational skills

EDUCATION

Secondary School
Kells Community College
 1998-2006

Leaving Certificate Applied

Vocational Specialisms:

- Engineering
- Technology

Junior Certificate

- | | |
|-------------------|--------------------------|
| • Technology (H) | • Technical Graphics (H) |
| • Metalwork (H) | • Business Studies (H) |
| • English (O) | • Science (O) |
| • Irish (H) | • Spanish (O) |
| • Mathematics (O) | |

Primary School
 Kells NS

- Received a Certificate for Six Years Unbroken Attendance at School.

EMPLOYMENT

Xtravision, Kells, Co Kildare
 June 2004 – Ongoing
Counter Assistant

- Checking out video/dvd rentals through system
- Accepting payment for rentals and sales
- Balancing till an end of night
- Checking returned videos/dvds
- Returning stock to shelves
- Maintaining and organising stock on shelves
- Ensuring general tidiness of premises

COMPUTER SKILLS

- Have experience of utilising HTML for creation of web pages.
- Regularly use Internet and Email.
- Proficient user of MS Word, Excel, PowerPoint and Access.
- Enjoy playing games on Playstation 2.

INTERESTS**Music:**

- Play guitar in a band.
- Regularly work as DJ at local youth club.

Tae-Kwon Do:

- Member of the Kells Tae-Kwon Do Club.
- Granted the rank of Black Belt with the Tae Kwon-Do Federation of Ireland in 2002.

VOLUNTARY WORK

Frequently collect money on a voluntary basis for charities such as St Vincent de Paul and Chernobyl Children's Project.

Member of organising committee of a 10k walk in aid of the Chernobyl Children's Project. Responsibilities included preparing posters, promoting walk to students, encouraging them to participate and ensuring their safety on the day.

OTHER INFORMATION

Full Clean Driving Licence.

Qualified First-Aider.

REFERENCES

Mr Ger O'Brien, Manager, Xtravision, Kells, Co Kildare.
 Tel: xxxxxx.

Mr John O'Neill, Vice Principal, Kells Community College, Kells, Co Kildare. Tel: xxxxxx.

How to structure your CV

Put your personal details here.
Your name is the most important detail so highlight it with a large bold font.



My Name

Personal Details

HINTS

- If you have an unusual name, e.g. some Irish names, it may be useful to state gender for employers who are not familiar with your name such as employers based abroad.
- Date of birth is optional
- You are not required to include gender, nationality or religion, as they should not influence an employers decision.

My Personal Skills Statement

It is useful to include a short statement (no more than 2 sentences) that summarises your skills, qualities or career objective. It gives the employer a quick picture of your main selling points and you can use the rest of the CV to support this statement. Two or three short bullet points could also do this. (see sample CVs)

My Education Details

Transfer the relevant information from your school experience summary into this section.



Schools attended in reverse order, exams undertaken or to be undertaken actual results and expected results. Tell the employer about projects, essays and other special achievements or interests that you may have in school.

HINTS

- You may include your expected leaving cert results. Make sure that they are realistic – there is no point saying that you expect an A2 in History if your results to date have been C1.
- A table is useful for listing results (see sample CVs)
- If you know what you want to do after second level, include a statement such as 'I hope to pursue a business qualification in third level and develop a career in business on completion of that course'.
- Your involvement in projects/group work tells an employer about you as an individual. They will ask you questions about these in an interview.
- If you have any special interests or achievements as part of your education, tell the employer.
- Computer skills are always important. If you have used computers for school projects say it and the package used, e.g., Microsoft Word. Microsoft Excel, etc.

My Work Experience

Transfer the relevant information from your work experience summary into this section.



Put down the most recent first i.e. reverse chronological order. Include dates, names of employers and your responsibilities listing specific achievements and successes.

HINTS

- Include voluntary work and work in a family business, farm, relation's business etc. Sometimes people take this for granted, however, it is very useful work experience and often means greater responsibilities than you would get from an unrelated employer.
- Give details of your duties, responsibilities, and results achieved.
- Areas of responsibilities that employers are interested in are, responsibility for keys, cash, or other staff (including training other staff). This shows that an employer trusted you with their premises, their money or other staff.
- Do not use "I". Say "Responsible for" instead of "I was responsible for".

My Extra-Curricular and Other Activities

Details listing specific responsibilities and successes

Transfer the relevant information from your extra curricular/ other experiences summary into this section.



HINTS

- Say your level of involvement with the club and posts of responsibilities that you may have held. If you have achieved results, include these e.g., you may have attained grades in music or sport.
- You may have been involved in an activity where a group of people organised an activity such as a trip, a play, an open-day, a workshop etc. – state your involvement and what the result was. This may just be a result where people went on a trip and enjoyed themselves.

Other Information/Achievements

This is a useful catch all where you can include your computing skills, language skills; driving licence etc.

HINTS

- Include usage of computer packages, Internet etc. - state if you have achieved grades or certificates.
- Include your ability to speak a foreign language/s. - say your level of competence i.e. 'junior cert French' or 'conversational French' as a result of spending a 3 week holiday there.
- Activities that do not fall into the previous three headings, can be included here.

References

A list of people (generally two names - one school and one employment) who are willing to recommend you to an employer.

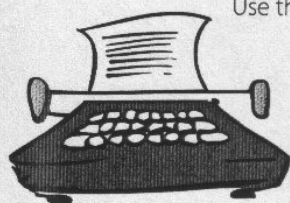
HINT

- Contact these people to ask for their permission first.

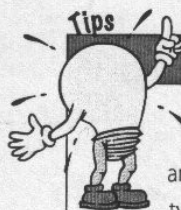
Put a date and signature on your CV. This lets the employer see how neat your handwriting is and will also allow you to remember when you did the CV.

Step 2.

Start typing now!!!



Use the suggested layout to start typing your CV now. The information you included in your experience summary worksheets should give you loads of information to include in your CV.



Typing tip – type first and edit later, many people change their work as they type. The end result is that you end up with a small amount of text after an hour's work. It's better to type two or three pages first and then go back over what you have written and edit it in one go.