

**Your Name**  
**Contact Details (including Town and County)**  
**Phone: +353 1 1234567      Mobile: +353 87 12345678**  
Email: [name@name.com](mailto:name@name.com)      LinkedIn: linkedin.com/username

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## PROFILE

It is important to get this part of your CV right. Often it is the first thing an employer will read and it should set the tone for the rest of your CV. This is your chance to highlight the value you can bring to the role and showcase your core competencies and skills. Outline your academic and employment career to date. Focus on the value you can bring to the employer. Your profile should be short, 8 to 10 lines, and never bullet pointed.

## CAREER HISTORY

**Title Held, Name of Company** **12/12/2012**

- Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved etc.
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**Title Held, Name of Company** **12/12/2010**

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### Achievements:

It can be difficult to think of these if you've had junior roles. Only add some if you can as they can look impressive. Think of a way in which you made the company money or saved them money or added value in any way. Did you think you came up with an idea that was/is used by the company? If you have skills the employer has mentioned in the job description then try to match them with achievements from your work history, for example customer service skills.

## EDUCATION & TRAINING

List qualifications gained  
University name

**12/12/2014**

List any qualifications gained  
University name

**12/12/2011**

List qualifications gained (do not include Leaving Cert results if you have a Degree qualification)  
School name

**12/12/2009**

## PROFESSIONAL MEMBERSHIPS

Insert details of memberships

## IT SKILLS & LANGUAGES

- Include details of all IT skills and software knowledge you have to offer potential employers. Example: IT Skills: Wordpress, AutoCad, Microsoft Office: Word, Excel, PowerPoint, Outlook and Explorer.
- List languages and competency level – conversational, fluent, mother tongue etc.

## **INTERESTS**

Include brief details of interests. If you can use your interests to emphasise your skills then so all the better for example team captain or chairperson of a local group.

**References available on request**



We added this helpful hints section to help you while you write your CV. Just click on the text below to find the relevant articles in our blog.

[How to write a graduate CV](#)

[CV basics](#)

[How to make your CV standout from the crowd](#)

[How to write a CV when you are changing career](#)

[How to write the Education and Training part of your CV](#)

[How long should your CV be?](#)

[Should you include references in your CV?](#)

[Privacy and your CV, what information should you include?](#)

Our Career Advice Blog contains many more CV advice and tips articles. You can search through [all our CV articles here](#) Need a cover letter? You will find our [cover letter templates here](#).

This is for reference only. Don't forget to delete this once you have completed your CV. Good luck!