

Contact Number | email@abc.com

NAME HERE

Non-nationals may wish to include a statement re their work authorisation
LinkedIn profile link

SUMMARY

The summary section of the CV is composed of three to four brief statements that say why you are the ideal candidate for the targeted opportunity. You do not need to use complete sentences or personal pronouns. Write about your experience, credentials, expertise, background and anything that makes you qualified for the position you are applying for.

PROFESSIONAL EXPERIENCE

Highlight your work history in reverse chronological order; going back 10-15 years.

COMPANY NAME, Country (if outside of Ireland)

Year – Year

Company description (optional)

Job Title,

Year - Year

Write a job overview for each position that is 2–3 sentences in length, identifying the specific roles and responsibilities that you had in your position. Each sentence starts with an action verb and states what you were responsible for in your position.

A vital element of a strong CV is accomplishment statements, which briefly and succinctly state what you achieved while you were in your various positions. The statements are placed as bulleted items underneath the positions in which they occurred. This part of the CV helps demonstrate the measurable or quantitative impact you had on an organisation, distinguishes you from other persons with similar qualifications, creates opportunities for hiring managers to ask questions on subjects in which you know a great deal of information, and it clarifies skills by placing them into a specific context.

- Top accomplishment statement
- Top accomplishment statement
- Top accomplishment statement
- Accomplishment statement

- Accomplishment statement
- Accomplishment statement

Technology Ireland Software Skillnet

July 2020

National tech sector initiative designed to help address skills shortages in the Tech workforce.

Women ReBOOT Program participant

Selected for this intensive, highly interactive program which allowed me to refresh and update my technical and professional skills. It also provided an overview of the current technical landscape and marketplace.

- Top Accomplishment statement
- Top accomplishment statement

Job Title,

Year - Year

Job overview

- Top accomplishment statement
- Top accomplishment statement
- Top accomplishment statement

COMPANY NAME, Country

Year – Year

Company description (optional)

Job Title,

Year – Year

Job overview

- Top accomplishment statement
- Top accomplishment statement
- Top accomplishment statement

EDUCATION

This section is compiled of qualifications gained at an institution of higher learning. For example:

University - **Master of Science, Telecommunications** (Year-Year)

University - **Bachelor of Science, Electrical Engineering** (Year to Year)

PROFESSIONAL DEVELOPMENT

Include here any relevant training that is related to the area that you want to work in. This does not have to be comprehensive, but highlight appropriate certifications, coursework, etc.

VOLUNTEERING/VOLUNTEER WORK

*(could also be included in **Interests** section)*

SKILLS (optional)

Could include languages, IT skills, community involvement etc

INTERESTS