

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. Be sure to mention the skills you have that the employer has specified in the job description. Your profile should be 8 to 10 lines long and do not use bullet points.

CAREER HISTORY

Start with your most recent employment first and work backwards. Make the description of your jobs strong by using active verbs. Remember to emphasise the key skills that are relevant to the role for which you are submitting your CV. Choose your words carefully to reinforce the experience that you showcase to the employer.

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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Key achievements

- This section should include a list of 4-8 achievements and should be presented in bullet point format.
- Use this section to highlight any achievements you may have had in a voluntary capacity.
- You should include outstanding academic qualifications, results etc.
- You should include details of group presentations that you have led, presented etc.
- If you have employment experience then you should provide examples of your achievements, you need to show employers that you have solved problems similar to theirs and that you achieved the results for which they are looking.

Title Held, Name of Company

12/12/2010

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Key achievements

(As above)

Title Held, Name of Company

12/12/2008

- Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved etc..
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Key achievements

(As above)

EDUCATION & TRAINING

List qualifications gained
University name

12/12/2008

List any qualifications gained
University name

12/12/2008

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

12/12/2006

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.

[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!