

Your Name Qualifications ACA BA etc

Contact Details (including Town and County)

Phone: +353 1 1234567

Mobile: +353 87 12345678

Email: name@name.com

Linkedin: linkedin.com/username

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. Focusing on your skills is particularly important if you are changing career. Your profile should be 8 to 10 sentences long, don't use bullet points.

KEY ACHIEVEMENTS

- This section should include a list of 4-8 achievements. Select achievements that will highlight the skills you bring to your new career.
- You should include details of a situation you were involved in that resulted in a positive outcome for your employer.
- Employers want to know that you have solved problems similar to theirs and that you achieved the results for which they are looking.

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

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

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

EDUCATION & TRAINING

List qualifications gained

University name

12/12/2010

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 stand out 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!