Name Surname

Place, Town, Co. Cork   **Tel:** 086 1234567   **Email:** name.surname@gmail.com

Profile or Objective: *(This is optional and should include 2 to 3 purposeful sentences if used.)*

Education or Education & Training
(Include "Training" if you have completed additional professional or short-term courses.)
Date – Date   **Full Course Title** *(Put this in Bold)*
                     Name of College
                     Overall Result: *(Most Recent Year)*

Core Modules: *(Give 6 to 8 of the most relevant subjects from your current course)*

Subject 1	Subject 4
Subject 2	Subject 5
Subject 3	Subject 6

Project (s): *(Include 1 or 2 of your most relevant or important projects and your results – your Final Year project should be included if you have one.)*
Title (Put this in Italics)
- What exactly did you do? (Objective)
- How exactly did you do it? (Techniques & Software Used)
- What was the outcome? (Important Finding, Presentation, Report, Prototype, etc…)

Title (Put this in Italics)
- What exactly did you do? (Objective)
- How exactly did you do it? (Techniques & Software Used)
- What was the outcome? (Important Finding, Presentation, Report, Prototype, etc…)

Date – Date   **Leaving Certificate or Other Award** *(Put this in Bold)* – Result *(Optional)*
                     Name of School
(Including Second Level Education is optional. It is generally recommended but not mandatory.)

Relevant Work Experience or Relevant Employment *(Include paid and unpaid experience in the employment section.)*
Date – Date   **Your Role** *(Put this in Bold)* – Name & Address of Company

- Responsibility / Task1
- Responsibility / Task 2
- Responsibility / Task 3
- Responsibility / Task 4

> ***Tips:*** *Use the correct tense i.e. past or present when describing your responsibilities or tasks. Use action words to begin each bullet point e.g. Responsible for, Collated, Compiled, etc… and avoid 'I' statements. Also use positive language!*

Additional Work Experience or Additional Employment *(Include paid and unpaid experience in the employment section.)*

Date – Date   **Your Role** *(Put this in Bold)* – Name & Address of Company

- Responsibility / Task 1
- Responsibility / Task 2
- Responsibility / Task 3
- Responsibility / Task 4

Technical Skills or I.T. Skills *(Include approx. 3-4 technical skills e.g. I.T. skills, Analytical skills, Design skills, etc… that are relevant to the job or industry for which you are applying. If you are from an I.T. background outline all of the I.T. skills that you have.)*

Skill 1 – Example

Skill 2 – Example…

Note: Highlight where you have developed and used each skill, and give a specific example.

Skills Profile *(Include 3-4 other relevant skills that you have in this section, e.g. Communication skills, Team-work skills, Business Awareness, etc…)*

Skill 1 – Example

Skill 2 – Example…

Note: Highlight where you have developed and used each skill, and give a specific example.

Interests or Interests & Achievements

- Personal Interests
- Membership of particular clubs/societies and/or professional associations
- Volunteer/Charity Work

Referees

(Either write…) Available on request

       or

Title Name Surname, Role, Company Name, Company Address, Tel: *(1 Professional Reference)*

Title Name Surname, Role, Company Name, Company Address, Tel: *(1 Academic Reference if in 3rd Level Education)*

Note:

- Remember CVs should be;
  - 2 pages in length, free from mistakes and typos, and accompanied by a cover letter.
  - Individual – your CV should not be an exact copy of samples from the Internet!
  - Check out www.mycit.ie/careers for more information.