

Name Surname

Enter Address Enter Email Enter Mobile

Enter LinkedIn URL

Personal Profile

This section should address, in a concise way, what you are aiming for at this stage and what skills and qualities you have to offer in relation to your objective. It is useful here to mention your interest in a specific job or target a particular employment sector. Remember to think about where you WANT to go in your career as well as being relevant and targeted to the job specification.

Example

Collaborative and achievement driven graduate of the **Masters in Global Business** with a 2.1 honours degree and relevant experience as a **Marketing Intern**. Proven capability in **brand development** and **relationship building** through working for two leading food producers and retail brands. Particular interest in the areas of international business development, market development and broadening the customer base.

Skills & Competencies

(Include Technical, Soft Skills & Transferrable)

Examples

- **Communication:** Excellent interpersonal skills developed during a nine-month work placement at XYZ Ltd. liaising with different departments for a Lean Six Sigma project.
- **IT:** Trained in the use of MS Word, Advanced Excel, PowerPoint. Use of Zoom and MS Teams for meetings and education. Knowledge of website maintenance and CRM systems.
- **Relationship Management:** Varied experience of working in small and large teams (up to 20 people) across college and workplace settings. Successfully build trust with others by actively listening, leading by example and providing support to team members.
- **Brand & Campaign Management:** Responsible for increasing brand awareness by 10% as part of the ABC Ltd. Campaign in July 2019. Achieved this target within a 3-week period.
- **Flexibility:** Adaptable to many environments including a new remote work placement experience during COVID 19 restrictions.

TIP:

Make sure your LinkedIn profile is up-to-date and that you are active on this platform. Follow companies you want to work for!

TIP:

Consider a few visual elements to make your CV stand out such as add a different font colour for your name or highlighting your Personal Profile in some way. Just be aware of online, pre-set templates with too many graphics, etc... that may be rejected from a company's ATS (Applicant Tracking System).

TIP:

Choose skills that are related to the job or included on the job description. Arrange your key skills under three to five headings such as Communication, Project Management, etc... Then write about your relevant experience and accomplishments under each skill heading. Think about the skills mentioned in the Job Specification.

TIP:

If you are applying for a highly technical role e.g. in Computing, Science, Engineering, Design, etc... use a 'Personal Profile' heading and a 'Technical Skillset' heading and remove the 'Skills & Competencies' heading. In this situation, use 5-6 bullet points for the Personal Profile section and have a balance between statements about you and your non-technical skills and competencies. Use the 'Technical Skillset' section to elaborate on the systems, platforms, tool, techniques, etc... you have the ability to use.

TIP:

Use **KEYWORDS** from the job description on your CV – highlight in bold as appropriate. Keywords are particularly important to prevent stage one elimination for Automatic Tracking Systems!

Education

Include modules that are particularly relevant to the role and outline your final year project (if relevant) or another project of relevance to the role. Note: If you have completed additional professional or short-term courses of relevance, include an 'Additional Training' section after your Employment/Work Experience sections.

Date – Date **Full Course Title** (Put this in Bold) – Name of College/Provider

Overall Result: For e.g. 2H1 (Put the grade classification in bold)

Modules Include: ABC Module, XYZ Module, etc...

Final Year/Other Project: Title

- Outline some top line detail in 3 bullets including the project aim, specific data, outcomes, IT platforms used, etc...

Relevant Work Experience or Relevant Employment

Work placement should be included under this section. Wherever possible, try and demonstrate your work successes in practical ways. Think about more achievement-based information rather than just outlining the job description. Give data/statistics or name projects you completed in work to give them real, tangible meaning as evidence. Not only will they help quantify your output, they will also help validate your awareness of meeting targets/key responsibilities.

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

- Include information about responsibilities, actions and achievements.
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Examples

Jan – Sept 2020 - **Marketing & Events Intern** XYZ Ltd., Cork City

- Created and maintained a database of over 400 media contacts nationally and internationally.
- Researched customer engagement opportunities across digital channels prior to developing a new Customer Engagement Strategy for the company.
- Co-produced two product pitches with the Marketing Manager in January, the success of which resulted in sole responsibility for creating seven other product pitches and associated press kits between February and September.
- Supported the organisation of two annual events, one for customers with 350 attendees and the other for suppliers with 200 attendees.

2017 – 2019 - **Sales Assistant (Part-time)** Xeron Sales Call Centre, Cork City

- Worked in a team of 20 Sales Agents responsible for Data Router Boosters serving the markets of UK and Ireland and reporting directly to the Sales Manager.
Achieved full sales targets, resulting in 20% increase in overall business targets and a very successful year for the company.
Personally billed over €25,000 during the first 6-months of the job.
- Demonstrated resilience and an ability to upsell products, regularly converting customers from point of enquiry to sale resulting in an Employee of the Month Award in June 2019.

TIP:

TIP: Tailor Relevant Work Experience or Employment headings so they relate to the job you're applying to.

TIP:

Don't forget to include any work in a family business or on a family farm on your CV! If the work is relevant put it under the Relevant Work Experience or Relevant Employment section and if it's not, include it under Additional Employment.

Additional Employment

Employment that is not relevant to the job you're applying for to comes under this section. This type of experience is also valuable in terms of the skills you gained.

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

- Include information about responsibilities in line with skills.
- Include information about responsibilities in line with skills.
- Include information about responsibilities in line with skills.

Example

2015-2017 - **Bartender** Carrolls Bar, Skibbereen, Co. Cork

- Served customers in a professional manner honouring the customer centric brand of this small rural bar established over 10 years.
- Replenished and restocked the bar, always ensuring a high level of stock management and efficiency.
- Supported new staff members through training and a 'buddy' system.

Interests & Achievements

This section can also be called 'Additional Information' depending on the details within. Include personal or extra-curricular interests and any achievements, membership of professional associations/awards, conferences attended (include online webinars if relevant), membership of particular clubs/societies (any particular roles you had), volunteer/charity work, etc... Avoid day-to-day activities such as going to the cinema or socialising with friends.

Example

Additional Information & Interests

- Member of the CIT Photography Society from 2016-2020. Held the role of Vice-President, which involved organising a number of successful exhibitions and events both on and off campus including the (Name) Award in September 2019.
- Full clean driving licence.
- Volunteer with Cork Simon Community each winter for the past five years.
- Member of ABC Athletics Club – enjoy running for fitness and recreation.

Referees

Available on Request

Note: Please have two Referees' contact details ready to share with an employer when requested. Always ask your Referees for their permission first!

The Basics! If you don't get the basics right, the battle is lost.

Remember to use the correct tense i.e. past or present tense when describing your responsibilities or achievements. Use action words to begin each bullet point e.g. Responsible for, Collated, Compiled, etc... and avoid 'I' statements. Also use

- Use Calibri or Tahoma: 14pt for headings and 11/12pt for body text.
Put headings in bold.
- **Max. 2 Page CV** – After that the reviewer loses interest. This 3 page document should be used as a guide for you CV layout and content.
- Make important items stand out – Less than 20 seconds for a human to review a CV(7 seconds for an ATS!).
- Spell and Grammar check your CV at the end. Lack of attention to detail automatically ends up in the decline bin!

Useful Resources for Further Information:

<https://www.siliconrepublic.com/advice/graduate-cv-top-tips>

<https://gradireland.com/careers-advice/cvs-and-applications/writing-tips-to-improve-your-job-applications>