

NMCI PLACEMENT CV TEMPLATE

Use Times New Roman: 14pt for headings and 12pt for body text

First Name & Surname

Address: Town, Co. Cork

Mobile: +353 86 1234567

Email: name.surname@gmail.com

LinkedIn: LinkedIn address

Profile

Hardworking and enthusiastic first year student of Nautical Science seeking a placement as Trainee Deck Officer.

Education

Sept.2018 – Present **Full Course Name**

Name of College

Date – Date

Leaving Certificate - ??? Points

Name of School

Subject 1, H3

Subject 5 - result

Subject 2, O2

Subject 6 - result

Subject 3 - result

Subject 7 - result

Subject 4 - result

NOTE

Your CV should be free from mistakes/typos; Individual: not a copy of a classmate's or from the Internet, and written in the third person – remove I, My, We, Our, Their, etc.

Work Experience (part-time job if relevant)

Date – Date

Your Job Title, Name & Address of Company

- Responsibility / Task1 – use active verbs in present tense for a current job or past tense for a past job, e.g. Serve customers and answer queries
- Responsibility / Task 2 – Order stock, maintain store supplies and handle payments – use your own words to describe tasks

Skills Profile

Include some skills, examples below...

IT – Outline the IT skills you have e.g. Microsoft Word, Excel etc... ECDL? Others?

Teamwork – Outline where you use your teamwork skills e.g. in work, sports or volunteering?

Communications – Outline how you have developed communication skills e.g. in part-time job or in hobbies etc.

Languages – Are you fluent in another language? English (Mother Tongue/Excellent), others

Driving License: Include it if you have this.

Interests & Achievements (to give employers a broader picture of your skills and interests)

Membership of clubs/organisations (e.g. GAA, RNLI, Scouts. Include dates, e.g: (2009-present)

- Achievements from sport, transition year activities and interests?
- Volunteer/Charity Work?
- Gaisce awards or school awards?
- Personal Interests – e.g. music, sport, cooking, etc....

Referees

Title, Name Surname, Job Title, Company Name, Company Address, Tel: (1 Work Reference)

Title, Name Surname, Job Title, Company Name, Company Address, Tel: (1 School Reference)