

# 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](mailto: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)