

# SAMPLE CV LAYOUT

Use Calibri: 14pt for headings and 12pt for body text

## Name Surname

Place, Town, Co. Cork

**Mobile:** 086 1234567

**Email:** [name.surname@gmail.com](mailto:name.surname@gmail.com)

**LinkedIn:** XXXXXXXXXXXXXXXXXXXX

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

## Skills Profile (Include Technical & Transferrable)

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## 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/Provider

Overall Result:

**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 some of your most relevant or important projects and your results)

*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

**Full Course Title** (Put this in Bold)

Name of College/Provider

Overall Result:

## Relevant Work Experience or Relevant Employment

Date – Date

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

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

### TIP

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!**

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**Additional Work Experience or Additional Employment** (Limit the space given to less relevant experience.)

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

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

## Interests or Interests & Achievements

- Personal Interests
- Membership of professional associations
- Conferences attended
- Membership of particular clubs/societies
- 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!

Think about the design of your CV – help it to stand out!