**Sample CV template**

Name

**Profile** (50 words that describe you)

**Contact information**

Email, Phone, LinkedIn

**Education**

Current TU Dublin programme

Year of study completing in 2021/22

Listing of modules and technical skills relevant to internship

Previous education award (institution, award, GPA)

Listing of modules and technical skills relevant to internship

**Work Experience** (set out in reverse chronological order – work backwards in time)

Dates, Employer, Position

Responsibilities:

Achievements:

Extracurricular Activities and Achievements

(e.g. student societies, competitions, awards, etc.)

**Additional Skills**

* Organisational: (e.g. Experienced at managing time and prioritising tasks to accomplish projects and meet deadlines.)
* Interpersonal: (e.g. Strong team working, leadership and supervisory skills through group work at college and also through part time work.)
* Languages: (language and proficiency)
* IT: (e.g. Proficient user of Microsoft Word, Access, PowerPoint, Excel, and other specific IT packages or programming languages as appropriate to the internship position).

**Interests**

(e.g. running, volunteering activities, etc.)

**Referee Contact Information**

Name, Organisation, Nature of Relationship, Email, Phone

1 X TU Dublin reference

1 X Reference from outside TU Dublin