

Your Name

Your address.

Tel: Your main contact number with dialling code(s): *set up a professional voicemail.*

E-mail: your professional e-mail address.

LinkedIn Profile: Insert your linkedin address here if you have an account – *in settings customise url to include your name.*

Personal Profile (Optional): Short synopsis of qualifications, experience to date, core skills / qualities, career direction. Needs to be tailored to demonstrate your relevance to the organisation and position you are applying for.

EDUCATION – (List your education in reverse chronological order – most recent first)

Year - Year

Your higher education programme title in full.

Full name of Institution, location

Award expected: Include overall results to date – once they show you in the best light.

Relevant Subjects:

Include the most relevant modules that you have done over the course of your study and prioritise them in order of importance to the job you are applying for.

For placement some employers may want grades achieved in modules and/or year; (check with placement co-ordinator and/or employer)

Include any specialist seminars attended.

Projects / Case Studies:

Include any relevant projects/case studies you have done at any stage of your studies. Focus on processes involved, outcomes achieved and issues investigated etc.

Prioritise them in order of importance to the job you're applying for.

Dissertation/Thesis: Include reference to this if relevant to what you are applying for. Short description and focus on methods and outcomes of thesis

*Include details of time spent abroad e.g. Erasmus; study visits; field trips;

(Repeat the above for every higher education (3rd level) course that you have completed)

Technical/Laboratory skills: If you are applying for a technical post include reference to the number of hours you spent in laboratory classes and any relevant techniques / processes / equipment; use of specific databases etc; Competency in programming languages and specific software packages necessary within your discipline

Year to Year Leaving Certificate/international equivalent Name and brief address of school.

Subjects, level and results in brief on one/two lines not a long table (where and if they show you in a good light) **(mature students or graduates may choose to leave this section out).**

*If you feel your employment experience is more relevant you may choose put your employment history first

EMPLOYMENT RECORD / EXPERIENCE (if you had an industry placement consider putting a title INDUSTRY PLACEMENT) (List in reverse chronological order – most recent first, or if you

have relevant experience you could list it first under: “Relevant Experience” and the rest under “Other Experience”)

Month, year – Month, year Name of organisation and brief address. **Your title.**

- Tailor description to highlight skills and tasks completed that tie in with job applying for
- Focus on outcomes and achievements, where you added values/made a difference; use metrics/amounts to back up case
- Use skill based active verbs that tie in with role for which you are applying – no need to use the personal pronoun ‘ I ’ as it is self-evident that the CV is about you

Month, year – Month, year Name of organisation and brief address. Your title.

- As above.
- As above.

Month, year – Month, year Name of organisation and brief address. Your title.

- As above.
- As above.

SKILLS and PERSONAL QUALITIES

- Analyse the job description/or a list of skills a student on your course should be developing and articulate your experience of demonstrating them; Evidence of skill development and demonstration in context is critical e.g. **team work; project management; problem solving; communication – written/verbal;**
- Pick skills relevant to the role and write a short profile for each one; Draw evidence from all aspects of your life – college; work experience and interests and achievements. See http://www.prospects.ac.uk/options_with_your_subject.htm for subject examples
- If mentioning personal qualities like self-motivation/drive/being enterprising you need evidence of where you have demonstrated that quality/attitude – e.g. teaching yourself guitar/ a programming language; starting a society; These show you in a positive light in terms of attitude and values
- **Languages:** State your level of competence in each language you have. Express your mother tongue as such e.g. English (native language) etc.
- ***Driving Licence:** Full clean driving licence. (if necessary and beneficial)
- **Training completed:** Mention any training courses or non-third level qualifications.

INTERESTS AND ACHIEVEMENTS (Tie these together – if you feel you have no achievements of note - leave title as Interests. Consider highlighting any interests or achievements that are relevant to the role)

Associations: It’s often free / inexpensive to become a student or graduate member of relevant associations to your work area of interest; mention also any discussion groups you subscribe to e.g. on LinkedIn. This demonstrates your interest in and attitude towards your discipline

Voluntary/charity work: Include details of any work/events that you have helped to organise etc.

Other activities: For example music (playing or attending); sports (include any achievements); cinema (include genre); membership of and involvement in clubs / societies

REFEREES (Include two – one from work and one academic referee or two employment referees. Include all the direct contact details for each. If space is limited or you wish the employer to contact you before contacting the referee then just state “Referees’ details available upon request”. Where including their details use the suggested format below.)

Title/Name: Employment title, name of organisation, brief address.

Tel: (XX) XXX XXXX, E-mail: xxxxxx@xxxx.