**First and Last Name**

Full postal address

Telephone number | email address

*Give two or three lines about you / your career objective. For example:* “A dedicated carpenter with experience in detailing work. Looking to gain new skills in cabinetmaking.” *or* “An ambitious recent graduate of computer technology with experience in design and programming.” *The important thing in this section is to use this space to explain who you are and what makes you unique.*

**Education** *(start with highest qualification*)**:**

**Start – end date Apprenticeship / BA / etc (Subject, eg. Carpentry), *Name of Business / College / University and City***

*Eg. September 2019 – June 2020 Apprenticeship (Carpentry), Hynes Construction, Galway*

**(Expected) overall result,** *if applicable*

***Outline the modules:*** eg. Computers 101, Core IT Skills, Coding for Java…

*Include any final year projects, other projects, awards, clubs or sports you were involved in*…

**Start – end date *Name and Address of School***

Subjects sat (*include grades / final points if you want*)

Also active in *(include things like drama, computing club and badminton)*

**Experience** *(if applicable, this work does not need to be paid)***:**

**Start – end date *Your Role at Organisation, City/Town***

* *Outline your key responsibilities in bullet points and you can also include internships/voluntary work*
* *Start each bullet point with an active verb*: teaching, gaining, undertaking, improving…
* *Include examples*
* *Keep it relevant to the role you are applying for and use a maximum of three to five bullet points per job. You can use more if you have less experience*

**Start – end date *Your Role at Organisation 2, City***

* *Include any jobs / volunteering / etc that demonstrate you have a good work ethic*
* *Try not to repeat the same points for each job. Ask someone to help you reword them if needed!*
* *List your employment history in reverse chronological order, that is with your most recent job first*



**Skills:**

***Name skill****, eg. communication****:*** *use an example from Skills Summary*

***Name skill:*** *examples can come from school, work experience, volunteering, hobbies and interests* *eg. drawing, blogging, interpersonal skills gained through working in a café*

***Name skill:*** *this is an opportunity to list what makes you stand out*

***Name skill:*** *list here any computer programmes / apps you are proficient in, including till systems – if you mention language or IT skills be sure to mention proficiency*

**\*For more information on this please see the attached *Skills Summary***

**Achievements:**

* *An achievement is something you have done successfully. It can be anything from a successfully completed task, to a presentation or course you did, even an award you received or fundraising that you took part in. Think of something you are proud of!*
* *List these as bullet points if you have multiple examples*
* *If you can’t think of anything, you could list something you would like to achieve, a personal goal, that you hope to add to your CV very soon*

**Interests and Hobbies** *(if applicable)***:**

* *Some employers like to see this section as it gives them an insight into your personality and your self-motivation to do things. Don’t worry if you don’t have anything for this section!*

**Referees:**

*List two referees but be sure to ask them for permission before you include them. A referee is someone a future employer might want to talk to about why they should hire you – all the positives! It can be someone you gained work experience from: a teacher, a youth worker, a mentor, anyone! If you are running out of space, you can say “References available on request”. Remember, do not use more than the front and back of an A4 sheet to include all the above information.*

**Name**

Contact number

**Name**

Contact number