

CV Style - Access

Your
Photo
Here

Personal Information:

Name:

Address:

Phone:

Mobile:

E-mail:

Website:

Date of Birth:

Career Objective / Career Summary:

A well-written career objective, e.g. 'To use my scientific and human relations skills as a Nursing Supervisor,' or career summary, e.g. 'Ten years' experience in preparing and negotiating contracts,' makes for an excellent way to sell yourself effectively, and significantly increases the chances of your curriculum vitae standing out from those of other applicants with similar qualifications and experience.

Learn more about objectives and summaries at www.cvireland.ie/articles.

Major Achievements:

- Provide some high-impact descriptions of previous accomplishments.
- Try to mention facts, figures and timescales wherever possible.
- Your major achievements should complement your objective/summary.

Work History:

XXXX-XXXX: Employer Name, Employer Location

Job Title: Job Title

Duties: A brief description of your key responsibilities and achievements will appear here. This gives prospective employers an opportunity to see, at a glance, the primary functions within which you excelled.

XXXX-XXXX: Employer Name, Employer Location

Job Title: Job Title

Duties: A brief description of your key responsibilities and achievements will appear here. This gives prospective employers an opportunity to see, at a glance, the primary functions within which you excelled.

Education and Training:

XXXX-XXXX: **School / College / University, Establishment Location**

Course: **Course Name**

Details: Use this space to outline the main areas of study which comprised the programme in question, and to list, if applicable, the various grades/awards achieved at its completion.

XXXX-XXXX: **School / College / University, Establishment Location**

Course: **Course Name**

Details: Use this space to outline the main areas of study which comprised the programme in question, and to list, if applicable, the various grades/awards achieved at its completion.

Skills and Abilities:

This section is most often used to specify the tools and techniques in which you are proficient. For an IT professional, for example, this would entail listing a selection of computer applications (or tools), like Dreamweaver and Flash, in addition to some coding methodologies (or techniques), like XML and PHP.

It can also contain soft skills such as time management, negotiation, teamwork and problem-solving.

Hobbies and Interests:

A carefully chosen list of hobbies and interests may positively influence a prospective employer when deciding who to interview. For example, a simple mention of your recent trip to Tibet might indicate to the recruiter that you are broad-minded, adventurous and independent.

References:

Referee Name

Address Line 1, Address Line 2, Address Line 3

Referee Title

Address Line 4

Phone:

E-mail:

Referee Name

Address Line 1, Address Line 2, Address Line 3

Referee Title

Address Line 4

Phone:

E-mail: