

Your
Photo
Here

CV Style - Clarity

YOUR NAME

PERSONAL INFORMATION:

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 CV standing out from those of other applicants with similar qualifications and experience. Learn more about career 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

Job Title

EMPLOYER NAME
LOCATION

- Bullet points quickly illustrate your areas of competence.
- Each statement should be confined to a single sentence.
- Use action words and dynamic phrasing whenever possible.

XXXX-XXXX

Job Title

EMPLOYER NAME
LOCATION

- Bullet points quickly illustrate your areas of competence.
- Each statement should be confined to a single sentence.
- Use action words and dynamic phrasing whenever possible.

EDUCATION AND TRAINING:

XXXX-XXXX

Course Name

**SCHOOL / COLLEGE
LOCATION**

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

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XXXX-XXXX

Course Name

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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 negotiation and teamwork.

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
Referee Title
Referee Address Line 1
Referee Address Line 2

Phone:

E-mail:

Referee Name
Referee Title
Referee Address Line 1
Referee Address Line 2

Phone:

E-mail: