

CV STYLE - FOCUS

Your
Photo
Here

PERSONAL INFORMATION

Name YOUR NAME
Address ADDRESS LINE 1, ADDRESS LINE 2, ADDRESS LINE 3
Phone
Mobile
E-mail
Website
Date of Birth XX.XX.XXXX

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

Employment Period XXXX-XXXX
Employer Employer Name, Employer Location
Job Title Job Title

- Responsibilities**
- Bullet points quickly and effectively illustrate your areas of competency.
 - Each statement should be confined to no more than a single line.

- Achievements**
- Bullet points quickly and effectively illustrate your areas of competency.
 - Each statement should be confined to no more than a single line.

Employment Period XXXX-XXXX
Employer Employer Name, Employer Location
Job Title Job Title

- Responsibilities**
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Employment Period XXXX-XXXX
Employer Employer Name, Employer Location
Job Title Job Title

- Responsibilities**
- Bullet points quickly and effectively illustrate your areas of competency.
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EDUCATION AND TRAINING

Attendance Period
Establishment
Course

XXXX-XXXX
School/College/University, Establishment Location
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.

Attendance Period
Establishment
Course

XXXX-XXXX
School/College/University, Establishment Location
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.

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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. 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: