

# Your Full Name

*Job title you are applying for*

Town, Co. County · 087 000 0000 · you@email.com

## PROFILE

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Two to four sentences: who you are, your strongest results, and what you want next. Write it last, once the rest of the CV is done.

## WORK EXPERIENCE

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**Most recent job title**, Employer, Town

Mon YYYY to Present

- Start each line with a verb and put a number in it where you can
- Led, cut, grew, trained, handled: what changed because you were there
- Three to five lines for the current job, fewer for older ones

**Previous job title**, Employer, Town

Mon YYYY to Mon YYYY

- One or two lines on what you achieved
- Older jobs shrink to a single line

## EDUCATION

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**Highest qualification (e.g. QQI Level 6, BA, Leaving Certificate)**, School or college

YYYY

## SKILLS

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Skill one · Skill two · Skill three · Safe Pass or other certificate

## REFERENCES

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Available on request.