Your Full Name

Job title you are applying for

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

PROFILE

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

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

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

SKILLS

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

REFERENCES

Available on request.