

Curriculum Vitae

Personal Details

Name
Address (Street name, town name, county, post code)
Mobile Number
Email
Date of Birth

Personal Profile

- Relevant skills and attributes.
- What experience you have acquired which will contribute to a new opportunity.

Education

- Dates attended.
- University / College name (spell it out - no abbreviations).
- Qualification / Degree name (spell it out - no abbreviations).
- List of relevant modules completed.
- Projects: If they support your job objective.

Career History

(List in reverse chronological order)

Employers' Name

Start Date – End Date

Job Title

- Main responsibilities x 3-6 bullet points.
- Each statement should only be a single sentence.
- Key skills and experience gained.

*Information to be included
for each job listed.*

Key Achievements

- List in reverse chronological order.
- Focus on relevant achievements to your job objective - academic or otherwise.

Skills

Examples include:

- IT skills – list programmes you are proficient in.
- Driving Licence – particularly relevant in a sales role.

Hobbies & Interests

- If the job you are applying for is a team-based role then highlight team activities you take part in.

References

Reference Name
Reference Title
Address
Phone
Email

*Information to be included
for each reference listed*

OR

Available on Request