

CV content guidelines:

- Do not exceed **TWO PAGES** ; Do not write Curriculum Vitae across the top
- Use font 11/12, Calibri or Arial
- Margins setting: 'normal', or 'moderate'
- Use bullet points, not paragraphs for describing duties and responsibilities
- Use action words and limit use of 'I' (see examples)
- Avoid text boxes and too much formatting
- Use tabs rather than space bar to get to the other side of the page: ensure margins are aligned and the same amount of spaces are left between sections. Use the show and hide tab to check the layout and formatting
- When emailing your CV, send it in PDF format
- Avoid use of colours (unless a design related CV)

Remember! A good CV will not get you a job, but a bad CV **WILL** prevent you from getting called for interview.

Your CV is never a finished product but must always be changed and tailored for the specific role you are applying to.

The main sections which should be included in a CV:

Personal Details: This is a small section at the start of the CV and should **not** take up half the page

What to include:

- Your name: this should be in larger font than the rest of the CV - font size 14, in bold and centred
- Your address, contact telephone number, and email address: make sure both your email address and voicemail message are professional. **Please note:** there is no need to label heading titles such as Name:/ Address/ Tel: etc. An employer will know from reading these what they are!
- LinkedIn profile personalised URL if you have one (make sure your LinkedIn profile is up to date if you are including it on your CV)

What NOT to include:

- You do not need to include your date of birth, gender or marital status
- For Ireland, the UK and USA the convention is **not** to include a photo. However, in some industries you may be asked for one.

Other Main Headings:

1. **Personal Profile or Key Skills section (optional)**
2. **Work History**
3. **Education and Training**
4. **Voluntary Work (optional)**
5. **Achievements and Interests/ Hobbies and Interests**
6. **References**

Personal Profile/ Key Skills (optional)

A **Personal Profile** can be a useful way to highlight the skills and experience you have for a specific role, and to grab the attention of the employer

- Keep it factual and relevant to the role
- Keep it short and concise- no long paragraphs describing your history: it is not a personal statement!
- Describe your current situation, the key skills and relevant experience that make you suitable for the role
- You should write the profile from the point of view of the employer: what do they want to see? What will make them read further?

Poor example:

Hardworking self- starter who works well on their own and as part of a team; enthusiastic and ambitious with excellent communication and interpersonal skills

Better examples:

Childcare professional with full FETAC level 5 certification; Experienced in Montessori and Education environments; Very eager to develop a career in the area of Special Needs Assisting

Warehouse operative with over 10 years experience in working in large retail and logistics environments; Counterbalance and Reach Forklift licences and up to date manual handling certificate; proficient in all Microsoft Office programmes and Salesforce CRM

A personal profile is hard to get right, so it is sometimes more effective to have a Key Skills section where you can bullet-point specific core skills that are required for the role

- Keep the list of skills concise and relevant to the role
- Analyze the job specification and match the core competencies required; Avoid providing a generic list of skills

Education and Training

If you have very little work or professional experience, you need to maximise the impact of your education and training in terms of the skills and knowledge you have developed.

If it has been a long time since you were in Education, you should start with your Work History section first

- List your education in reverse chronological order **starting with your current or most recent studies**
- Include the dates, name of the College/ School/ Trainer, programme of study, and QQI level (where relevant)
- **Relevant Modules/ Modules Included**
Don't list all of the modules you have studied (unless specifically requested by the employer), select ones that you think are relevant to the role you are applying for.
- If you have good grades include them (especially if you have done well in work experience modules)

- If you have recently finished school, include your Secondary School and Leaving Certificate/ Junior Certificate subjects and results (if they show you in a good light!)
- Include any inhouse training/ short term skills training you may have completed that is **relevant** to the role you are applying for
- If it is a requirement of the role list any First aid, manual handling, health and safety training etc. you have completed

Do not list of every short course/ training you have completed; The employer **will not** read through everything to find what is relevant to them – it is **your** job to bring their attention to what is **most relevant**

Work History

As with Education, your work history should be listed in **reverse chronological order**.

- **Don't** use long descriptive paragraphs
- Use bullet points and action words
- Avoid the use of 'I' sentences.
- Make the most of the experience that you have
- Go through the job spec and highlight the key skills being sought
- Try to map these skills onto your experience if you can: provide examples of where you have used these skills
- Talk about achievements in your role
- Don't forget about work experience that you have completed in your college course or training programme
- If you have completed Community Employment or TUS include it here- there is no need to say it was a Community Employment or TUS scheme

Organising your Experience:

There are a number of ways to present your work history. You can choose to have one category listing your employment history to date, or, depending on the range of experience you have, it can be useful to divide this section into 'Relevant Work History', and 'Other Work History', so that the employer is seeing your most relevant experience first.

Voluntary Work

Include voluntary work that is relevant to the position. If you are looking for work in the social and voluntary sectors this is really important to highlight; consider putting it on the first page if your other relevant work experience is limited. You could highlight it in y

our personal profile to flag it to employers early on in the CV

Interests and achievements, or Hobbies and Interests

This section helps you appear more rounded, but don't go overboard by including every interest and accomplishment since primary school!

If you have limited work history it can be a good place to show the transferable skills you have developed outside a work environment through hobbies, interests, extracurricular activities, involvement in school committees/ local events etc.

Is there anything different about you that might help you stand out from the crowd? Don't put down things that aren't true! You can be asked about these in an interview.

Things to think about: Clubs, sports, cultural festivals, events, theatre, blogging, travelling, gaming; social activism; don't just give a list, elaborate on your interests: What was your involvement? What type of books, music and events do you enjoy? Have you won any awards or prizes for sports etc.? Only put in things you can talk about in an interview – so don't stretch the truth!

REFERENCES

It is standard to provide contact details of two referees. Let the person know in advance that you are naming them as a reference. If you are short on space, it is acceptable to say 'available on request' unless the application specifically requests details.

FINAL CHECK

Remember, if you have limited work history, maximize your Education/ Training experience; if you have extensive work history, you will not need as much detail in your Education section, and your Work History should come first

Look at the job specification for the role you are applying for:

- ✓ **Have you addressed all the key skills and competencies outlined in the job spec?**
- ✓ **Have you illustrated these skills with examples from work history/ course work / extracurricular activities?**
- ✓ **Are the most important skills highlighted early on in your CV?**
- ✓ **Are the most detailed parts of the CV the ones most relevant to the job spec?**
- ✓ **Are there sections you think you should elaborate on, or ones you feel you should shorten?**
- ✓ **Have you got someone else to proof read it for spelling errors?**

Example CVs

MARY BLOGGS

20 Any Road, Any Town
Any Place, Dublin 7

Tel: 055 555555

PERSONAL PROFILE

Childcare professional with full FETAC level 5 certification; Experienced in Montessori and Education environments; Very eager to develop a career in the area of Special Needs Assisting

EDUCATION AND TRAINING

Cabra Community College, Dublin 7 **2013 – 2014**
FETAC Level 5 Childcare with Special Needs Assisting (Distinction)

Modules Included:

- Child Development
- Early Childhood Education and Play
- Child Health and Well Being
- Early Care and Education Practice
- The Role of the Special Needs Assistant

Any School, in any town, Dublin 1 **2008- 2016**
Leaving Certificate

WORK HISTORY

Any Playgroup, Anytown, Dublin **2014 – to date**
Childcare Assistant

- Assisting Montessori teachers in delivering lessons to sixteen children between 3 and 4 years
- Supervising children's lunchtime
- Participating in storytelling, arts and crafts, and circle time activities
- Assisting in the implementation of Aistear and Siolta guidelines
- Liaising with parents and supervisors with regards the progress and welfare of the children

Children's Creche, Any town, Dublin 7 **2013 – 2014**
Special Needs Assistant (Work Experience Placement)

- General assistance to the class teacher as required
- Providing one to one support to children with specific difficulties as necessary
- Supporting students in following teacher's instructions; encouraging them in the completion of classroom tasks

Bargain Shops, Dublin 1 **1989 – 1998**
Sales Assistant

- Sales and stock room assistant in busy retail outlet

VOLUNTARY WORK

Cabra Afterschool Club

2014 to date

Activities Leader

- Assisting in the running of an afterschool club for 8 to 12 year olds
- Organising activities and accompanying children on excursions

HOBBIES AND ACHIEVEMENTS

Sports; Arts and Crafts; Reading

I recently completed the Flora Women's Mini marathon and raised money for Down Syndrome Ireland

REFERENCES

Available upon request

MARY MURPHY

3 anyroad
Any place, Dublin 7
081111111
marymurphy@anymail.com

PERSONAL PROFILE

Experienced in front of house and general administration in the Legal, Financial and Public Sector; proficient in all Microsoft Office programmes and experienced in database entry and maintenance; Excellent customer service and interpersonal skills

EMPLOYMENT HISTORY

June 15- to date **Any Office, Dublin 1**
Administrative Support/ Data Entry Clerk

- Logging all additional staffing requirements and Christmas hours onto database
- Ensuring all details accurate and up to date to facilitate payments
- Updating staff records on HR system
- Scanning training certificates to electronic files and crosschecking dates to ensure all details correct on HR records

March 12- June 2014 **Any Office, Dublin 5**
Clerical Officer

- Dealing with customers; assisting in the processing of documents
- Assisting customers with any queries they had
- Reviewing client forms and referring cases on to other departments when necessary
- Updating databases and ensuring clients details were accurate
- Closing claims and accurately recording the reason
- Photocopying and filing documentation to facilitate easy retrieval

Jul 13- April 14 **Any Office, Dublin 2**
Administrative Assistant

- Dealing with applicants at front desk; fielding all enquires; providing information on service
- Allocating appointment times to client, scanning and forwarding documents staff
- Dealing with telephone calls; taking messages and transferring calls, emailing and filing
- Providing a professional front of house service at all times
- Handling of post and general administration support

EDUCATION AND TRAINING

2013- 2016 **Colaiste Dhulaigh**
Business Management FETAC Level 6

Modules Included:

- Marketing
- Communications
- Digital Design
- Event Mangement
- Social media development

2009 **Liberties College**
Business & Marketing – BTEC Higher National Diplom

2008 **Cabra Community College**
Leaving Certificate (5 hons, 2 passes)

INTERESTS

I enjoy playing tennis and going swimming to keep fit.

I like to fundraise for charity and have completed the women's mini marathon four times

REFERENCES

These are available on request