**CURRICULUM VITAE**

**Name**

Address

Email: Tel:

LinkedIn:

**PROFILE SUMMARY**

Keep it simple and straightforward, this is a quick overview of your experience and a chance to showcase your core competencies and skills. Try not to include overly descriptive words such as hard-working, ambitious, high performing etc. Stick to the facts. Try to keep it 5-7 lines max. Bear in mind some people choose to not to include a summary, but it can be helpful to highlight relevant experience to the job at hand.

**EDUCATION**

**2012 - 2016**  **Professional Body**

Final Exam (Year) (e.g. FAE, 2016)

 (Grade)

**2009 - 2012 College Name, Location**

 Degree and grade (X.X) (e.g. B.Comm (2.1))

**2003 - 2009 School Name, Location**

 Leaving Certificate XXX Points

**EMPLOYMENT EXPERIENCE** (Start with your most recent employment first and work backwards)

**Company, Location Date Start-Finish (e.g Sept 2016 – Current)**

**Position: (e.g Financial Accountant)**

Responsibilities:

Key Achievements:

**SKILLS**

* Include details of all IT skills and software knowledge you have to offer potential employers. Example: IT Skills: Excel, PowerPoint, SAP, Oracle etc.

**PERSONAL INTERESTS AND ACHIEVEMENTS**

* Highlight 3-5 interests and achievements that showcase some of your personal strengths and values (gym, team sports, awards, charity or community involvement).

**REFERENCES**

Available on Request. The is no requirement to provide individual details at this point.