**Charles Darwin**

Address | Phone Number | Email Address | [LinkedIn](http://www.linkedin.com/charlesdarwin)

**PROFESSIONAL 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**

**2014 - 2018** Final Exam (Grade), Professional Body

 *e.g. ACA (first time passes), Chartered Accountants Ireland*

**2011 - 2014** Degree (Grade), College Name

 *e.g. B.Comm (2.1), UCD*

**2005 - 2011** Leaving Certificate (XXX points), School Name, Location

*e.g. Leaving Certificate (460 Points), St. Patrick’s Secondary School, Dublin*

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

**Title of Position, Date Start – Finish (e.g. Sept 2016 – Current)**

***Company, Location***

Responsibilities:

* X
* X
* X
* X
* X

Key Achievements:

* X
* X

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

|  |  |
| --- | --- |
| * X
 | * X
 |
| * X
 | * X
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**PERSONAL INTERESTS**

* 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 upon request. There is no requirement to provide individual details at this point.