

## CURRICULUM VITAE

### What is a C.V.?

A C.V. is a vital document for job hunting. It gives a clear summary of your education, work experience, achievements and abilities. Many employers and employment agencies recruit from CVs and application letters. You can also use a CV to apply speculatively to employers. You need to make sure your CV is well presented and easy to read.

### Your C.V. should be:

- Well designed and presented. (Word processed)
- Relevant - contain **only** details that a prospective employer needs to know.
- Concise.
- Factual.
- No longer than two pages if possible.

### Your C.V. should include:

- Personal details: Name, address, telephone, date of birth, nationality
- Education: School, colleges, examinations taken, qualifications if any. (Include dates)
- Status: Visa/ work permit for Republic of Ireland
- Work Experience: Company name, your title and duties (include dates)
- Skills: Practical  
Creative  
Managerial  
Mathematical  
Linguistic
- Interests and Hobbies:
- Referees: Name, title, addresses, and telephone no's of two referees

## **Preparing your CV**

### **Points to remember**

1. Your CV is an important document for job hunting.
2. It should give a clear summary of your education.
3. It should contain details of your work experience.
4. Many employment agencies recruit on the basis of a CV.
5. You can use a CV to apply speculatively to employers.
6. Your CV must be well-presented and word processed.
7. It should be relevant and concise.
8. It should be factual.
9. It should be no longer than two pages.
10. It should outline qualifications.

**Fill in the relevant information on this sample CV**

## **Curriculum Vitae**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Nationality** \_\_\_\_\_

**Status** \_\_\_\_\_

### **EDUCATION**

**Secondary School** \_\_\_\_\_ *(name & address of school)*  
*(dates)* \_\_\_\_\_  
\_\_\_\_\_

**Examinations taken** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Third Level/College/University** \_\_\_\_\_ *(name & address of college)*  
*(dates)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Qualifications** \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Further Training**

(dates)

*(name & address of training centre, college or other)*

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**EMPLOYMENT**

(dates)

*(name & address of employer)*

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**Position**

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**Additional Skills**

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**Hobbies/Interests**

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**Referees**

*(titles, names, position, addresses and telephone numbers of TWO referees)*

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