

Preparing your Curriculum Vitae

The starting point of your job seeking activities

Writing your CV is the launch pad for applying for any job. Why? Because your CV is a list of all the things that you have to offer an employer. Completing a CV provides you with a basis for other job seeking activities including application forms, covering letters, even contacting an employer by telephone.

CVs – the employers point of view

The best candidate for the job may not get an interview if they submit a poor CV but a poor or average candidate who submits a good CV will get an interview.

4 Step Process to a Great CV

1. Prepare all the relevant information that you need to put on your CV.
2. Write a first draft with all the relevant information laid out in a basic CV structure.
3. Edit, edit and edit again, fine tune the information and improve your layout a few times.
4. Revise and update including new activities, achievements and responsibilities. Delete old items that may not be relevant anymore. You will constantly upgrade your CV throughout your career.

CV rules and style

CVs should be typed. Hand written CVs are not acceptable.

The generally accepted size of a CV is **no more than two A4 pages.**

Use headlines. When you look at a newspaper or magazine, you glance at the headlines then read the text. Your CV should use headlines to highlight relevant information.

Use **bullet points.**

Use space effectively and **avoid clutter.**

Above all your CV must be clear, concise and easy to read.

There are many layouts used for CVs. This is one format that can be used.

Curriculum Vitae

Personal Details

Name: John Smith
Address: 12 Shop Street, Ballygob, Kerry
Phone Number: 087 123 4567/ 01 123 4567
Email: johnsmith@worldmail.com

Education and Training

2006-2007 **FAS Mullingar, Co. Westmeath**
FETAC Level 3 Computers

2000-2006 **St Mary's CBS, Maynooth, Co. Kildare**
Leaving Certificate 2006 335 Points
Junior Certificate 2003 4 Honours

Work Experience

June 2006-Sept 2008 **Simon Community**
Homeless Support Worker
Duties included:
- Advice
- Support
- Out reach
- Kitchen worker
- Soup run co-ordinator

June 2004-2005

Keogh's Bar Rathmines, Dublin 6

Lounge Worker

Duties included:

- Serving customers
- Handling money
- Assisting bar staff
- Cleaning and tidying duties

Qualities and Skills

- Excellent communication skills
- Flexible
- Innovative
- Willing to learn
- Good interpersonal skills

Interests and Hobbies

Football, U18s Dublin hurling champion, Swimming, Triathlons, Fishing

Referees

Available on request