

## 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](mailto: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