



# Preparing a CV



The aim of your Curriculum Vitae (CV) is to get you an interview with an employer and, therefore, it should give a clear summary of your education, work experience, achievement and abilities.

## **Personal Details**

### **Include:**

- Name
- Contact details: Address, telephone/mobile number, email address.

## **Work Experience**

Information should follow a chronological order, with the most recent employment first.

### **Include:**

- Date
- Job Title
- Employers Name & Address
- Responsibilities/Duties.

## **Education & Training**

Information should also follow a chronological order, with the most recent course completed first.

### **Education Include:**

- Date
- Level achieved

### **Training Include:**

- Date
- Course Title
- Course Provider
- Certification Achieved

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## Work Skills

You can list skills, knowledge that you may not have included in education & training

Include:

- Languages
- Computer Skills
- Driving Licence

## Hobbies & Interests

Include:

- Responsibilities e.g. Captain of local hurling team

## Referees

It is acceptable to state

- Reference available on request  
or
- Name, address, telephone number of the referees



## CV Checklist



The CV should

1. have a clear layout
2. not be more than two A4 pages
3. be checked for spelling, grammar and punctuation

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