



Curriculum Vitae

Pointers for preparing an effective CV:

- 2 pages long – maximum
- Plain, white paper
- Clear font, e.g. Times New Roman
- Staple in the top left hand corner – do not bind or put in a folder/cover.
- Make sure the layout is clear and information is easy to find.
- Use formatting e.g. bold, underline, spacing consistently.
- No grammatical, spelling or typing errors.
- Use positive, active words – experience in, knowledge of, created, implemented, responsible for etc.
- List education and work experience in reverse chronological order – most recent first.
- Accompanied by a Covering Letter
- Ask your referees for their permission to include them on your CV, *before* you do.
- Make sure your CV is up to date and accurate.
- Most job vacancy websites include advice on job hunting, CV and covering letter preparation.

Examples of two types of CV formats:

1. **Standard CV**
2. **Skills based CV** – more suitable if your experience spans different job areas or job areas unrelated to the job you are applying for. With a Skills Based CV format, you are persuading the employer that the skills you have gained, rather than your work experience, would make you a valuable candidate.



Example of a standard CV:

Curriculum Vitae

Personal Details

Name Mary Jones
Address No. 1 Main Street, Carlow.
Telephone 059 5555555 or 087 7777777
Email mary.jones@hotmail.com

Skills

Computer ECDL, MS Word, MS Access, MS Excel, MS Outlook, SAGE
Office Manual and computerised accounts, preparation of letters, reports and presentations, filing, petty cash, use of fax and photocopier, email, telephone skills. Typing speed 40 wpm.
Language French – QQI level 5
Driving Full clean driving licence, car owner.

Education

Sept 2008 – June 2009 VTOS, 4 Potato Market, Carlow.

Work Preparation Course

QQI Level 5 – Work Experience, Manual and Computerised Accounts, Communications, French, Business Calculations, Personal Effectiveness in the Workplace, Computer Applications, Business Administration.

ECDL – File management, Word Processing, Spreadsheets, Database, Presentation, Internet and email.

Jan 2007 Carlow Institute of Further Education, Kilkenny Road, Carlow.

Evening Course - Introduction to Computers

September 2004 St. Catherine's Community Services Centre, St. Joseph's Road, Carlow.

Evening course - Interior Design



1985 – 1989

Colaiste Eoin, Hacketstown, Co. Carlow

Junior Certificate

English, Irish, Maths, Geography, History, French, Home Economics, Science, Commerce.

Work Experience

Jul 2007 – Feb 2008

Carlow County Council, Athy Road, Carlow.

Temporary Clerk/Typist*Duties included:* taking calls, dealing with post, sending out information, dealing with basic queries, making appointments, working on Reception as needed.

Sep 2001 – Jan 2007

Tesco, Fairgreen Shopping Centre, Carlow.

Shop Assistant*Duties included:* serving customers, operating computerised till, having responsibility for accurate cash handling, helping to train in new staff.

1996 - 2001

Work at home - **Rearing family**

August 1991 – Sept 1996

Braun, Carlow.

Production Operative*Duties included:* assembling parts, notifying supervisor of any faults, recording work completed.**Hobbies/ Interests/ Achievements**

- **Music** – member of church choir
- **Reading** – especially thrillers. Favourite author – John Grisham
- **Member of Residents' Association** – assist with fundraising activities, the summer project and the annual clean-up.
- **Also** dancing, going to the cinema and travelling.

RefereesMs. Susan Smyth
Staff Officer
Carlow County Council
Athy Road
Carlow
Tel: 059 9170300Mr. John Baker
Personnel Manager
Tesco
Fairgreen Shopping Centre
Carlow
Tel: 059 9139140



Bord Oideachais & Oiliúna
Cill Chainnigh & Ceatharlach
Education & Training Board
Kilkenny & Carlow

**Carlow Adult Educational
Guidance & Information
Service**



Example of a Skills Based CV:

Curriculum Vitae

Personal Details

Name Mary Jones
Address No. 1 Main Street, Carlow.
Telephone 059 5555555 or 087 7777777
Email mary.jones@hotmail.com

Skills

Computer ECDL, MS Word, MS Access, MS Excel, MS Outlook, SAGE
Office Manual and computerised accounts, preparation of letters, reports and presentations, filing, petty cash, use of fax and photocopier, email, telephone skills. Typing speed 40 wpm.
Language French – QQI level 5
Driving Full clean driving licence, car owner.
Customer Service Professional telephone manner, reception experience, responding to queries from clients, serving customers, operating a computerised till, dealing appropriately with complaints.
Cash handling Responsible for accurate cash handling in a fast paced customer service, collecting and accounting for Resident's Association fundraising returns, managing family budget and dealing with insurance and utility companies, managing staff lotto scheme.
Checking & record keeping Checking for accuracy and quality in Braun products, maintaining daily records, reporting any problems to supervisor.

1a Meadow Court
Burrin Street
Carlow
t: 059 9133123
info@carlowadultguidance.ie
www.carlowadultguidance.ie



**Education**

Sept 2008 – June 2009

VTOS, 4 Potato Market, Carlow.

QQI 5 Business Studies**QQI Level 5** – Work Experience, Manual and Computerised Accounts, Communications, French, Business Calculations, Personal Effectiveness in the Workplace, Business Administration, Computer Applications.**ECDL** – File management, Word Processing, Spreadsheets, Database, Presentation, Internet and email.

Jan 2007

Carlow Institute of Further Education, Kilkenny Road, Carlow.

Evening Course - Introduction to Computers

September 2004

Colaiste Eoin, Hacketstown, Co. Carlow

Evening course in Interior Design

1985 – 1989

Colaiste Eoin, Hacketstown, Co. Carlow

Junior Certificate - English, Irish, Maths, Geography, History, French, Home Economics, Science, Commerce.**Work Experience**

Jul 2007 – Feb 2008

Carlow County Council, Athy Road, Carlow - **Temporary Clerk/Typist**

Sept 2001 – Jan 2007

Tesco, Fairgreen Shopping Centre, Carlow - **Shop Assistant**

1996 – 2001

Work at home - **Rearing family**

August 1991 – Sept 1996

Braun, Carlow - **Production Operative****Hobbies/ Interests/ Achievements****Music** – member of church choir**Reading** – especially thrillers. Favourite author – John Grisham**Member of Residents' Association** – assist with fundraising activities, the summer project and the annual clean-up.**Also** dancing, going to the cinema and travelling.**Referees**Ms. Susan Smyth
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