

[Text in square brackets should be replaced with your details. Text in blue should be removed. Use this [link](#) to see how long your CV should be. Please add a page if relevant information needs to added.]

[Insert Name] | CV

Address: [Address]

D.O.B: [dd/mm/yyyy]

Mobile: [insert number]

Email: [insert email]

Education

Primary Education

2008 – 2017

The Best School Ever, Cooltown, Cork

Secondary Education

2017 – Present

Coláiste an Craic, Coolertown, Cork

Junior Certificate		
Subject	Level	Grade
Maths	Higher	Distinction
Irish	Higher	Higher Merit
English	Higher	Merit
Geography	Higher	Distinction
History	Higher	Merit
Science	Higher	Distinction
Business	Higher	Higher Merit
French	Higher	Higher Merit
Art	Higher	Distinction
CSPE	Higher	Distinction

Work Experience

[Insert the work experience placements you have done here and where you are currently working if you have a job. If you have no work experience, then you can leave this empty but remember to update it when you do.]

Retail Assistant

24th April - 1st May

Currys PC World | Unit 5/6, Mahon Point Retail Park, Mahon, Cork

Skills Learned: Taking Stock Levels, Stacking Shelves, Labelling Products, Customer Care

Interests and Hobbies

[This section is the most important as it really tells your employer about yourself. An employer will look for your skills more than anything else! Each interest should have at least two sentences.]

Music

[I am learning to play the kazoo...]

Football

[I play football with Greenwood FC...]

Technology

[I have a keen interest in technology...]

Etc.

Awards & Certificates

[Show off to your employer. Let them know how awesome you are. List all the awards, projects, certificates and publications you have won, worked on and achieved throughout your life]

The Best Meme 2015

I was honoured to win 1st Place in the International Best Meme Competition recognised by the International Meme Organisation of Planet Earth (IMOPE).

[Lots of employers look for your computer skills. Make sure to list your certificates in ECDL if you have participated in the course.]

ECDL

- Computer Essentials New ECDL - 91
- Online Essentials New ECDL - 94
- Word Processing New ECDL - 86
- Spreadsheets New ECDL - 80

[Mini-Company, YSI, BTYSTE etc. all great on your CV!]

Student Enterprise – *Sam's Jam*

- Best Entrepreneurial Spirit - Trades Fair
- Best Innovation Award - Cork Regional Final
- Most Interactive Business on Social Media - Student Enterprise National Final

PDST Get Up & Go Competition – *Sam's Jam*

- 1st Place Most Innovative Award - Cork Trade Exhibition
- 2nd Place in Quality - PDST Get Up & Go National Final

References

[Some employers like to call your references to learn more before employing you. You shouldn't use your parents as references. People like teachers and club leaders are good references.]

Name	Occupation	Number
Bill Gates	Founder of Bill & Melinda Gates Foundation and Microsoft	012 345 6789
Taylor Swift	Singer/Songwriter	012 456 7890

[Remember to keep updating your CV and keep it handy on a USB stick or a cloud service (Google Drive, Onedrive, Dropbox, iCloud). Your CV should be no more than 3 pages, 2 pages is the ideal amount.]