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The **Profile** section can also be called **Career Objective**. The **aim** of the profile statement is to give the reader an **instant insight** in to where you are at, what skills and expertise you are offering them. It is an introductory statement that prepares them for the rest of your CV. Two sentences max.

Profile: [Insert your current status – ie current course title/ year/ study method] with experience in [insert sector/ skills or relevant key job functions/ skills/areas of responsibility. See example below].

Hons. B.A in Business student with an interest in X and experience in the Y sector currently seeking a ____ type role in ____.

Key Skills:

- [4-5 Key skills that are relevant to the job spec. and can be easily related to your ed. and career history. Your final skill will usually be I.T related.]
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-
-
- I.T: [List the relevant programmes that you can work with.]

Education History

Course Title, Awarding Body, When Graduated [See example below]

Hons. BA in Business Studies, Dublin Business School, Expected Nov. 2015

[List Modules in Order of Relevancy to the reader. See example below]

Business Information Systems, Management Practice, _____ etc.

Top 5 Formatting Tips:

1. Calibri, Arial or Times New Roman font.
2. 14pt. for your name, 12pt. bold for headings/ 11pt. for all other text.
3. Align all paragraphs and bullet points.
4. Save as a **.doc** or **rtf**.
5. Save as yourname_roletitle eg. 'AlexBloggs_JuniorAdministrator.rtf'

Academic Projects or Accomplishments or Achievements: [Insert any relevant info. here relating to projects you have done that is of interest to the reader – this space can also be used to highlight impressive grades, awards etc.]

Project Title, Subject, When (Month, Year)

Career History

Title/ Role, Employer, When-To

- List of 4/5 Key Responsibilities/ Duties
- Open with **action verbs** to describe the processes that you engaged in in your last work related role

Key Learning's or Accomplishments or Achievements: [You may wish to highlight to the reader that you learned specific key skill(s) during your time in this job function. You may also have an accomplishment or achievement to share with the reader e.g. reaching a target]

A downloadable list of **Action Verbs** is available from the Careers and Student Services tab on Moodle under the 'Applications, Tips, Tools and Resources' (Topic no. 5).

Additional Information:[Insert any additional training/ projects/ accomplishments that do not fit directly under any of the previous headings] This section is especially useful when you are highlighting skills gained through academic projects/ class group activities and/or assignments related to the role you are applying to.

Additional Job Titles Held/ Additional Training Qualifications

Hobbies and Interests: [Insert hobbies and interests]

References: Available on Request

Sample Cover Letter Template



Date: _____

Re: [Insert Role Title/ Ref. No]

Dear [insert name of recipient],

Opening Paragraph: Formally state the purpose of your letter/ email.

I am delighted to attach my CV for the above position as advertised on [insert place that you found the advertisement] on [insert date].

Main Body: Your opportunity to sell yourself and link your experience and skills to the role.

Consider statements like these:

Either a) 'My rationale for applying for this role is related to the following relevant experience that I plan to bring to [insert company name] –

- a)
- [insert a point re. experience that is relevant to the role]
 -
 -
- or

b) 'I am especially interested in [insert role/ job title] as I have recently gained _____ and _____ skills during my [insert programme type/ level].'

b) 'I possess [insert time period] experience as a [insert work experience role title]. My knowledge of _____ and _____ will strengthen my ability to [insert tasks associated with the role you are applying for].

Mandatory Statement (Insert company name) appeals to me because _____. **You must show that you have researched the company.**

Closing Paragraph: Formally sign off.

I am available for interview [insert details regarding your availability]. Should my application be successful, I am available to commence employment as of X date. My contact details can be found at the close of this document.

Thank you for taking the time to review my application. I look forward to hearing from you.

Sincerely,

[Insert name in print]

[Insert LinkedInURL, Email and Phone No.]