**YOUR NAME**

**PERSONAL DETAILS**

**Address:**Anywhere,

**Tel:** 012 3456 7890

**Email:**[JohnSmith@myhost.com](mailto:JohnSmith@myhost.com)

**LinkedIn:**

**KEY SKILLS**

* Spoken fluent languages: German, French, etc
* Full computer literacy in Microsoft Office, etc
* Other technical skills relevant for the position

**REFERENCES**

Reference 1:  
Name  
Position  
Contact Information

OR

“Available upon request”

**SUMMARY**

2-5 sentences max. The profile should be a description of your skills and achievements in brief. It should be adjusted to reflect the individual job specification of the role you are applying to. To write the profile, ask yourself ‘What do I want to be known for? What am I proud of?’ Include keywords for the position from the job listing. Use this space to surface your most relevant skills for the job you are applying for.

**EDUCATION**

**2015 - 2016 Dublin Institute of**

**Technology/GetReskilled *eBioPharmChem***

**1999 - 2003 University College Cork *BSc(Hons) Microbiology, 2.1***

**EXPERIENCE**

**Company Name**

**Dates**

Description of what the company does (keep it brief) e.g. Company X is the world leader in producing y and z, across 16 global markets with a turnover of XXXX

**JOB TITLE** **Responsibilities:**

* Just 5-12 words per bullet point
* Max 8 points for most recent (or most relevant) role.
* Include type of work, project description, etc, who were you managing or working with, and which level you are working on.
* **NB:** Tailor the description to the job you are applying for.

**Achievements:**

* Each bullet point should start with an action verb. It should be specific and include clear outcomes. Each bullet point should outline an achievement.
* Use as many quantifiable examples as possible. % figures or approximations are fine if you don't know exactly
* Include your KPI’s and performance against them.

**Company Name**

**Dates**

Description of what the company does (2 lines max)

**JOB TITLE**

**Responsibilities:**

* Just 5-12 words per bullet point

**Achievements:**

* Use as many quantifiable examples as possible. % figures or approximations are fine if you don't know exactly

**Company Name**

**Dates**

Description of what the company does (2 lines max)

**JOB TITLE**

**Responsibilities:**

* Just 5-12 words per bullet point

**Achievements:**

* Use as many quantifiable examples as possible. % figures or approximations are fine if you don't know exactly

**OTHER COURSES & QUALIFICATIONS**

### 

* List any professional qualifications first
* Then any other relevant courses…
* Fire Safety Course etc

**INTERESTS**

* Personal Fitness, Hiking, Golf, Tennis, Football, Yoga, Travel, Sky Diving