

How to write a Curriculum Vitae

What is a CV / Curriculum Vitae?

A CV is a document which outlines your education, qualifications, previous occupations and any other information about you which may be relevant to the position you are applying for.

Cover Letter

Normally a CV is accompanied by a cover letter. A cover letter is usually a one-page document addressed to your potential employer that explains why you are the ideal candidate for the job.

There are many cover letter templates available online, which you can adjust for your own application.

Curriculum Vitae Template

There are many different ways you can outline a CV. There are also many free templates available online which you can fill in with your personal information to create your CV. Microsoft Word or Google Docs are two examples of places where you can find a CV template.

You should outline your CV in reverse chronological order. This means that you start with the most recent thing and work your way back.

Below is just another way that you can lay out your CV:



Name

Address Line 1
 Address Line 2
 Eircode
 Date of Birth
 Phone Number
 Email Address

Experiences

Outline any work experiences / previous jobs / current jobs you may have. They should be in chronological order, starting with the most recent.

When putting in dates of work, you just need to include the month and year.

Company 1: Job Title 1

Date started – Date ended

Brief description of the roles and responsibilities you had in this role

Company 2: Job Title 2

Date started – Date ended

Brief description of the roles and responsibilities you had in this role

Education

Outline any of your past / present schools, and what you achieved in each school eg. Junior Cert / Leaving Cert.

School 1: Award Achieved 1

Date started – Date ended

Brief description of the roles and responsibilities you had in this role.

Include any relevant results you have received while in this school.

School 2: Award Achieved 2

Date started – Date ended

Brief description of the roles and responsibilities you had in this role.

Include any relevant results you have received while in this school.

Scouting

If you are submitting your CV for a position in Scouting, you could incorporate your scouting experiences as a section of your CV.

For more information on how to lay out your scout CV, please click here: <https://scouting360.ie/2020/07/24/how-to-write-a-scout-cv/>

Group: [Your group] (Insert any relevant experiences and achievements that you have on a group level)

County: [Your county]

(Insert any relevant experiences and achievements that you have on a county level)

Skills

In this section you can outline any skills you have, which may include:

- Languages
- Computer programme competencies
eg. Microsoft Word
- Communication skills
- Teamwork skills
- Being able to meet KPIs (Key Performance Indicators) or milestones in your work
-

Awards

This section can involve awards from anywhere; they may include:

- School awards
- Scout awards
- Work achievements
- Extracurricular activities awards
- etc.

Qualifications

Insert any relevant qualifications that you have, this may include any qualifications you have received from school, work, or other extracurricular activities.



Provincial: [Your province]

(Insert any relevant experiences and achievements that you have on a provincial level)

National:

(Insert any relevant experiences and achievements that you have on a national level)

Other Relevant Experiences

Include any other relevant experiences and achievements that you have.



Jane Smith

123 Yellow Road
Blue Town, County Laois
A12B3456
1st of January 2000
081 234 5678
janesmith@gmail.com

Experiences

Yellow Road Hotel, Laois - Receptionist

June 2019 – May 2020

Involved working on a team, communicating with customers, administrative tasks, organising staff timetables.

Spar, Main Street, Laois - Floor Staff

July 2018 – May 2019

Involved working on a team, communicating with customers, helping to solve customer queries.

Education

Yellow Road Secondary School, Laois – Junior Certificate and Leaving Certificate

Junior Cycle / Certificate (2014-2017)

Leaving Certificate (2017-2019)

Leaving Certificate Results 2019	
English – <i>Higher Level</i>	H3 – 77 points
Irish – <i>Higher Level</i>	H1 – 100 points
Maths – <i>Ordinary Level</i>	O2 – 46 points
French – <i>Higher Level</i>	H2 – 88 points
Physics – <i>Higher Level</i>	H4 – 66 points
Business – <i>Higher Level</i>	H3 – 77 points
Agricultural Science – <i>Higher Level</i>	H1 – 100 points
Total Points	508

Yellow Road National School, Laois – Full Primary School Education

Scouting

Group - 1st Dublin Scout Group (2010-present)

Assistant Patrol Leader (2014)

Patrol Leader (2015-2017)

Venture Executive member (2017-present)

Beaver Leader (2018)

County - Louth Scout County

County Venture Representative (2019-present)

Assistant Patrol Leader for the Shield Team (2016)

Patrol Leader of the Shield Team (2017)

County Youth Rep Chairperson (2020)

Skills

- Fluent in Irish
- Competent in French
- Beginner level of German
- Office 365 (Microsoft Programmes) competency

Awards

Chief Scout Award

Scouting Ireland's highest award for the Scout Section

Pupil of the Year 2017

School award, voted by peers as most active pupil in school life in the year group

Qualifications

REC 3 Course
First Aid Qualification with St John's
Ambulance
Beach Lifeguard Certificate



Provincial - North East Scout Province

General staff at Camp North East (2016)
Subcamp staff at Camp North East (2018)
Provincial Programme Team (2017)
Provincial Youth Representative (2019-present)
National Phoenix Team member (2016)
Phoenix Team PL (2017)
Achieved the Venture Challenge Badge,
Certificate and Woggle (2019)
Achieved the Crean Challenge Badge, Certificate
and Medal (2018)

Other Relevant Experience

Student Council in Louth National School (2017-present)
Captain of Louth County Gaelic Team

