|  |  |
| --- | --- |
|    | job search adviseEnsure that you can back up every piece of information on your CV with a relevant example. If you have "Conflict resolution" listed in your skillset, you need to be ready to give an example of a time when you resolved a conflict. Also ensure that all information is accurate, honest and consistent across all platforms and profiles you are utilising for your job search. For example, don't state in your blurb that you have 10 years IT Support experience, if your work history only shows 5 years combined experience and don't have different job titles on LinkedIn, to the ones on your CV.  |

Name:

Email address:

Telephone number:

**Mission Statement**

*This section should be three to four sentences, which summarise your job search. Mention your background, your recent experience and what you’re looking to move on to. Whilst a general statement about yourself is fine, it doesn’t hurt to take a moment to tweak this to suit each target company.*

**Comprehensive work history (most recent first) include everything and, if there is a gap of more than a few months between any of the jobs you’ve held, state why, for example “*Relocating to Ireland”.* (Remember, maternity leave or long-term sick leave count as continued employment).**

***Company***

***Dates from/to***

***Job title(s)***

* Responsibility 1
* Responsibility 2
* Responsibility 3
* Achievement 1
* Achievement 2

(Bullet points are preferable to sentences or a blurb. Each should be one line only and there should be a maximum of 5 per job)

**Education – most recent first (include your highest level of education, all degrees if you have more than one and other, relevant higher/further education and certifications).**

***Cisco Academy***

***2009***

***CCNA***

***Computer Genius College***

***2008***

***CompTIA A+***

***University College Dublin***

***2005 - 2006***

***M.A. Computer Science***

***University College Dublin***

***2001 – 2004***

***Bsc. Information Technology***



