### AN OTHER

*Address XX, Road, Town, City*

Telephone: Nationality:

Mobile: Email:

**Summary Profile:**

Insert in here a potted version of your 60 sec intro. This is the 3 D’s – Description (how you describe yourself workwise and your work experience in a nutshell) and Differentiators (what sets you apart from others who may be applying). Shouldn’t be longer than around 5 lines. Both D’s should be written in the passive third person, i.e. without reference to I, He or She – see example.

The last D is Direction (where you’re headed workwise, what you’re looking for) and can be separate, and can change to fit with role you’re applying for or be left out

**Education & Professional Training:**

**MA in .....**  Trinity College, London Year

(currently completing)

**Qualification Title**  *Awarding Body?*  Year

**Higher Diploma in Education** *Awarding Body?* Year

**Leaving Certificate** School Year

Keep this piece tight.

Put most recent qualifications at top of listing, and oldest to bottom. Only cite qualifications that will apply and add value to your target job roles. Also mention any systems familiarities you have in, especially for IT roles.

Education can be placed after work history if it’s not a key requirement for the role, or where perhaps your experience career-wise is of greater importance than your qualifications.

Also list here any key memberships or work-related associations you’re involved in.

**Career History:**

**Job Title Organisation X, Location Dates - Mth, Yr**

Overview the role you held, which products/industry who did you report to, who reported to you, how many, what budget did you manage what were your key responsibilities and objectives? Shouldn’t be more than 3/4 lines – 4 lines if you insert a bit on what the company did/does, if it’s a less well-known one.

Achievements include:-

* A bullet pt listing of your key achievements in this role – include what you did, and the key outcome – clear measurable outputs look good
* Think of the things you did that you were most proud of within the role – maybe the things that were most challenging to achieve
* You can order your achievements in line with the priorities of the role for which you’re applying – i.e. if sales focused, put a sales item top of list
* More bullet pts for the more recent roles

**Job Title Organisation X, Location Dates - Mth, Yr**

Overview the role you held, which products/industry who did you report to, who reported to you, how many, what budget did you manage what were your key responsibilities and objectives? Shouldn’t be more than 3 lines.

Achievements included:-

* A bullet pt listing of your key achievements in this role – include what you did, and the key outcome – clear measurable outputs look good
* Think of the things you did that you were most proud of within the role – maybe the things that were most challenging to achieve
* You can order your achievements in line with the priorities of the role for which you’re applying – i.e. if sales focused, put a sales item top of list

**Job Title Organisation X, Location Dates - Mth, Yr**

Overview the role you held, which products/industry who did you report to, who reported to you, how many, what budget did you manage what were your key responsibilities and objectives? Shouldn’t be more than 3/4 lines.

Achievements included:-

* Make the bullet pts shorter, and less of them for older roles
* Think of the things you did that you were most proud of within the role – maybe the things that were most challenging to achieve
* You can order your achievements in line with the priorities of the role for which you’re applying – i.e. if sales focused, put a sales item top of list

**Job Title Organisation X, Location Dates - Mth,** Shorter overviews of role, and less bullet pts for older jobs. Shouldn’t be more than 1/2 lines. List responsibilities for more junior roles if seems to fit better.

Responsibilities included (you can take these headers out if you need the room):-

* Make the bullet pts shorter, and less of them for older roles
* Think of the things you did that you were most proud of within the role – maybe the things that were most challenging to achieve

**Job Title Organisation X, Location Dates - Mth,** Single line of description OK for initial job roles

**References:**

Excellent Corporate and Personal References can be provided upon request.