



## **Workshop 3 - How to prepare your CV**

### **1. What is a CV?**

A CV is short for Curriculum vitae. These are Latin words and mean “course of life”

This document is used when applying for jobs

It gives a breakdown of your education, work experience and work/career history and shows what skills and abilities you have.

Employers use this to check if you are suitable for any jobs they may have.

### **2. How to prepare your CV**

It is important to include the following information –

Name, Contact Number and E-mail Address

Home Address – This is optional, it is up to you if you want to include it or not.

A CV will usually have the following headings

Personal Profile

Work Experience

Work or Career History

Education

Hobbies & Interests

References

### **3. You will see a link below with an example of a CV attached.**



An Roinn Coimirce Sóisialaí  
Department of Social Protection

**Ciara White**

Canal Road, Letterkenny Co. Donegal  
086 3444892

Ciara@employmentresponse.ie

*Full clean driving licence*

**PERSONAL PROFILE**

I am a hardworking, reliable and motivated individual. I work well on my own or as part of a team. I use my initiative and I am a quick learner. I have a proven track record of providing great customer service with excellent attention to detail. I am organised and have excellent communication skills.

**CAREER HISTORY**

<b>Fast Food Worker</b>	<b>Name of Employer</b> <b>Letterkenny</b>	<b>2013 – Present</b>
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My main duties include preparing food, serving and assembling orders for customers, operating tills and credit card machine. I am also responsible for ensuring tables, counters and floors are clean and tidy at all times. I communicate with supervisor regarding any issues that arise and provide excellent customer service.

<b>Administrator</b>	<b>Name of Employer</b> <b>Donegal Town</b>	<b>2007 – 2010</b>
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My main duties included general office duties such as answering the phone, typing letters and filing. I was also responsible for replying to and sending emails. I greeted clients as they arrived for their appointments and prepared lodgements for bank on a weekly basis.

**EDUCATION/FURTHER TRAINING**

<b>FETAC Level 5 Business Secretarial</b> Distinction	<b>Name of School/College</b>	<b>2006</b>
<b>ECDL</b> Distinction	<b>Name of School/College</b>	<b>2006</b>
<b>Leaving Certificate Applied</b> Distinction	<b>Name of School/College</b>	<b>2005</b>
<b>Junior Certificate</b>	<b>Abbey Vocational School</b>	<b>2003</b>

**HOBBIES/INTERESTS**

I thoroughly enjoy spending time with my family and friends. I have a keen interest in going to the gym and listening to music. I also enjoy reading and going to the cinema. I am a member of my local Tidy Towns Committee.

*References available on request/ Name of 2 referees*



### **Workshop 3 – Worksheet**

Use the details and example above to type up your CV



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Department of Social Protection