

Name

Full Address & Contact details
(Including E-mail and Mobile no.)

Education & Qualifications

Sep 2008 – Sep 2010
(Month & Year)

Accounting Technicians Ireland - Dublin Business School
Qualification Details and Results

First Year

Financial Accounting I %
Taxation I %
Law & Ethics %
Business Management %

Second Year

Financial Accounting II %
Taxation II %
Management Accounting %
IAS %

****Date - Date****

Institution Details (in which college did you study if any)
Qualification Details E.g. Bachelor of Business

****Dates - Date ****

Secondary School (If recently graduated)
One sentence with your leaving certificate details

IT Skills

**** E.g. Microsoft office; PowerPoint, Word, Excel, etc****

Work History

March 2009 – Present

**** Company name****
****Job Title ****

****Insert information on the current/last company you worked for – the nature of the business, the number of employees etc and your role (who did you report? Did your role have any accounts related duties or did you work closely with the accounts dept? Any information relevant to the job you are applying for is useful when looking to gain Accounts experience. Keep this to a few sentences****

- **Include a list of your skills and experience using a mixture of bullet points and sentences: eg-**
- Assist with administration duties such as copy/audio typing
- Creating PowerPoint presentations, data input, scanning, photocopying.
- Organising meetings and booking meeting rooms
- Setting up IT equipment
- Dealing with incoming and outgoing mail for the office
- Reception duties
- Prepare Invoices/post payments to the system

June 2007 – March 2009

**** Company name****

****Job Title ****

Again insert some information on the company here, the idea is to give an employer an indication of size, type of companies you have worked for, the industry sector etc

- ***Include a list of your skills and experience using a mixture of bullet points and sentences –***
- Acquired customer service skills
- Enhanced my interpersonal and teamwork skills working within a team of six.
- Acquired Excel skills and developed my ability to work under pressure
- Developed strong communication skills when dealing with customers and clients

Additional Information

***in this section include any specific competencies you have relating to the job you are applying. These should reflect the ‘person specification’ of the job in question eg: ‘ability to work under pressure’ and to ‘tight deadlines’, using your ‘initiative’, strong organisational/communication skills. Give solid examples, it is not enough to say ‘hard working, team player’ you must give evidence of teams/projects you were part of (what goals did you achieve?). This part of the CV should be used to show how you will ‘**add value**’ to the employer – did you save an employer time or money etc by implementing any new procedures and practices?*

Interests/Extra-curricular

Include a few sentences on any relevant extra-curricular activities you engage in, these should enhance your application & strengthen your CV (charity work, sports teams,). Also some interests can be included but remember to keep it short. (Captaining or coaching a sports team shows your ability to be a leader within a team. Many organisations look for this in potential employees.)

References

References are very important; every employer will require two work references from you including your current & previous employer. If you don’t have work refs then you need to obtain two character refs from a teacher/lecturer or professional such as lawyer/doctor.

*****Please note that your CV should be no more than two pages in length*****