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Your professional summary is an introduction that sets the tone for the rest of your CV. Open with 4 to 5 impact statements to summarise your work experience. Use this section to describe why you are qualified for the role advertised. Emphasize the skills, experience and knowledge that you can offer to the employer. Avoid speaking in the first person. Instead of using the word 'I' go with adjectives instead. For example, rather than saying 'I am a goal orientated professional with a decade of sales experience' say 'A goal orientated professional with a decade of sales experience'.

Core Competencies and Achievements

The purpose of this section is to highlight your unique achievements and transferable skills to the employer to make your CV stand out from the crowd. Make a list of your skills and achievements related to the position you are applying for and incorporate them into this section.

For example:
Forward-thinker and innovative: Proven track record of finding new product solutions. Proactively sought new systems to improve the aftersales process at XYZ Company which resulted in a 55% increase in repeat business.

Proactive: Learned JavaScript in my spare time through an online training course on weekends and received a CIW JavaScript Specialist Certificate. Extremely focused on continuing to upskill and increasing my market value.

Analytical: Engaged and worked with Product Specialists to gain information on the latest trends, developments, threats, opportunities relating to Fraud and anti-Fraud solutions and provide full information to customers and manage expectations.

Professional Experience

Dates of employment:

Start Date – Present: **Job Title**
Company Name and Address

Insert 1 line to describe the company. Include who you reported to.

Duties and responsibilities

• Make a list of up to 5 bullet points that explain your key duties and responsibilities. Review the requirements from the job description and cross reference them with your own duties and responsibilities.

Start Date – End Date: **Job Title**
Company Name and Address

Insert 1 line to describe the company. Include who you reported to.

Duties and responsibilities
• Make a list of up to 5 bullet points that explain your key duties and responsibilities. Review the requirements from the job description and cross reference them with your own duties and responsibilities.

Education

2015 – 2019: **University/College Name**
2:1 BA (Honours) Business Management

Final Year/Core Modules:

• Module/Project Name/Dissertation: Give some details and explain why this module or project is relevant to your target job. Also explain what you learned and how this knowledge can add value to the company you are applying for.

Notable modules (Related to the job you are applying for): E.g. Microeconomics, Accounting and Finance, Business Law, E-Commerce and Business Management.

2010 – 2015: **Secondary School/High School Name**
Leaving Certificate points: XXX

Leaving Certificate/GCSE results:
- English – B3 (Higher)
- Maths – B1 (Ordinary)
- History – C1 (Higher)
- …….

Certifications/Awards

Mention any certificates that are required or related to the job you're applying for. If you've received an award that is highly relevant to your target job then don't hesitate to include it here.

Volunteer Work (If applicable)

Any volunteering experience shows the employer that you're a self-motivated individual who takes initiative and goes beyond the call of duty. If you don't have any volunteer experience you can omit this section.

Hobbies and Interests

Use this section to explain your character. Don't just list all your interests – make sure you give some detail and explanation for each one. For example, if you enjoy playing chess, try and include detail that highlights a transferrable skill.

For example: 'I enjoy playing chess, and I contribute tutorial videos regularly to an online community chess club.'

References available on request