

CV PREPARATION

The aim of your CV is to get an interview with an employer. Therefore, your CV should give a clear summary of your education, work history, achievements and skills. CVs should be reviewed, updated regularly and tailored to specific jobs that you are applying for. Your Local Area Employment Service (LAES) Case Officer will help you to prepare a CV and will edit it for you as required. A CV should be no more than two pages long and contain the following headings.



Personal Details

Name, address, telephone/mobile number, email address, Linked In.

Personal Profile (optional)

A personal profile is a short paragraph that goes near the top of your CV. It contains keywords that summarise your skills, experience and the job sector that you are interested in. Alternatively, you can list a number of your skills in bullet points under the heading **Key Skills**.

Work experience

Start with your most recent job and work back. Include dates of work, company name and your job title and duties which can be listed in bullet points.

Education and training

Start with your most recent course and work back, include dates, name of training/education body and levels of qualifications and certification achieved.

Work skills

List any skills or knowledge that you did not include under education and training eg. computer skills, driving licences, languages.

Hobbies and interests

Name two or three that you have eg. member of local choir / football club / resident's association.

Referees

You can state that referees are available on request, but you should have identified them in advance and have their contact details to hand.

CV Styles:

There are two main styles of CVs to choose from. It is important to decide which will present you best to an employer. Your LAES Case Officer will assist you to choose which is best to reflect your skills and experience.

Chronological CV lists your work history in date order starting from the current or most recent one. It is the most traditional type of CV and effective when you have a good track record of employment.

Functional CV focuses on the skills you've gained during your career over your work history. It is effective where there are gaps in employment.

CV checklist

The CV should:

- have a clear layout and be easy to follow.
- be 1 to 2 pages in length only.
- contain no spelling, grammar or punctuation errors.
- use bold print to highlight headings.
- use the same font and size throughout the CV.
Arial or Calibri is recommended with the main text in 12 point size and the headings in 14 point.
- always ask someone to proofread your CV for you.



The LAES will assist you to create a CV and can provide you with copies as you need them.

The Department of Social Protection website www.jobsireland.ie also contains information on CV preparation.



An Roinn Coimíre Sóisialaí
Department of Social Protection



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