

CV Checklist

Candidate Name

- **Personal Details (Header)**

- Address/es Home and Term address if applicable
- Telephone Numbers Home and Mobile Number
- Email address Student email account ONLY

- **Education Details (Header)**

- UCC, BSc Accounting and Dates as secondary header
- Core Subjects; 3 – 4 Core subjects for the degree (in total not per year)
- Current Year (2nd Year) project details particularly group projects and highlight skills learned
- 1st Year entry to include 1st Year exam results as well as highlighting specific subjects and projects
- Include any academic awards achieved

- Secondary School information as secondary header with name of school, location, dates and Leaving Certificate points out of 600. Include relevant subjects and good grades. Include any academic awards achieved ie Gradam etc.
- Check that all entries in this section are in Reverse Chronological order**

- **Work Experience**

- My current or last job is the first entry under the Work Experience Header. This entry includes Name, location and dates for this job. The entry details a number of tasks (3-4) completed as part of the job and also highlights some skills that I learned during this job
- Previous job, Name of Employer, Location and Dates. Details of a few main tasks completed (3-4) as part of this role and draw out the main skills acquired in this position
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- Check that all entries in this section are in Reverse Chronological order**

- **Hobbies and Interests/Achievements/Extra Curricular Activities**

- My current interests or hobbies are the first entries in this section.
- All entries include Name of organisation, my role and dates. They also highlight any awards/achievements gained as part of my involvement in this organisation
- I have highlighted skills gained in some if not all of the entries in this section
- I have also included skills such as drivers licence, language and IT skills as well as volunteering work in this section
- Check that all entries in this section are in Reverse Chronological order**

- **Referees**

Use **EITHER** 'References will be provided upon request' **or** Provide 2 referees; one UCC Academic and One commercial referee with name, title, phone and email address for each contact.

- **Optional Sections**

- Personal Statement.** This entry would be directly under the personal details and before the education details. It is a short descriptor of your strengths and career goals.
- Skills Section.** A Skills Section can be included **either** above the Education section **or** above the Hobbies and interests section.