



Name

Job Title

Address:

Email Address:

Mobile number:

Date of Birth:

PERSONAL STATEMENT

EXAMPLE: I am a hard working self motivated, flexible individual. I am highly committed and reliable in all aspects of my work. I work well as part of a team and also on my own initiative. I am calm and approachable. I have held positions of responsibility in all of my previous roles and have always been capable of adapting to my working environment. I am computer literate and competent in the use of various packages such as word; excel for reporting, SAP and spin systems for planning, micro maintenance for maintenance reporting and tracking.

EXPERIENCE – INCLUDE AT LEAST 3 IF YOU CAN

Employer:

Duration:

Position:

Responsibilities: INCLUDE 5-8 KEY RESPONSIBILITIES

ANSWER THESE QUESTIONS:

1. Who did you report into?
2. What were the main day to day tasks you carried out?
3. What were the monthly/quarterly tasks you carried out?
4. Did you have any sole responsibilities that no one else had?
5. Did you manage any staff?
6. Were you involved in any training for staff?
7. Did you partake in any training yourself?
8. Was there any key milestone or achievement during your time in this role?

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EDUCATION INCLUDE LEAVING CERTIFICATE AND ANY THIRD LEVEL EDUCATION YOU HAVE ACQUIRED

Leaving Certificate: Date & School

Third Level: Course name, date and college attended

QUALIFICATIONS: INCLUDE ANY COURSES OR TRAINING YOU HAVE PARTICIPATED IN DURING YOUR CAREER

- 1.
- 2.
- 3.
- 4.
- 5.

INTERESTS & HOBBIES INCLUDE 3- 4 INTERESTS OR HOBBIES

- 1.
- 2.
- 3.
- 4.

REFERENCES: Available on request.