



# CV REPORT

[sample@careercoachme.ie](mailto:sample@careercoachme.ie)

## CONTACT DETAILS & PROFILE

### NAME

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Well done for starting your CV off in the correct way with your name at the top.

### PHONE NO.

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Your phone number looks like it is in the correct format. Make sure to double check this number is correct, and if applying internationally ensure the international calling code is included.

### EMAIL

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I suggest you include a professional sounding email address - for example do not include numbers that might reference your date of birth, or ones that include nicknames. If possible, try avoid using email addresses with long strings of numbers that may be prone to typos when employers are trying to contact you.

### ADDRESS

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It looks like you might have included a partial postal address. I recommend you include a full postal address, in case the employer needs to send out contracts or other material via post in future.

### LINKEDIN

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You might want to include setting up a LinkedIn profile, and including a link to it on your CV. You can also personalise your LinkedIn URL - details on how to do so are explained in the link below.

*NOTE: If you have not yet customized your LinkedIn URL, you can read how to do this here: [Customise LinkedIn URL](#)*

### CONTACT DETAILS SECTION

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Your contact details are taking up quite a bit of space. I suggest you use only the top few lines for these, as shown in the sample CV attached.

### WORK PERMIT

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No need to change anything here if you do not need a work permit / visa to work in Ireland.

*NOTE: If you need to explain your work permit situation you might find the following link helpful for your own reference and for sharing with potential employers: [Visa Stamp Info - Dept of Justice](#)*

### PERSONAL DETAILS

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For Irish CVs, it is not standard to include photographs, Date of Birth, or Nationality. There are some exceptions, for instance, if you are applying to be an actor/model. If you are applying internationally, check the protocol in that country.

### OTHER COMMENTS ON CONTACT DETAILS

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### PROFILE - EDUCATION

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Great work summarizing your relevant education in the profile section.

### PROFILE - WORK

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Great work summarizing your relevant work experience in the profile section.

### **PROFILE - SKILLS**

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Make sure to mention a few key skills you have that are relevant for the role, providing some evidence of where you have demonstrated these in the past.

### **PROFILE - WORK**

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You might consider including a statement around your future career goals or motivation.

### **PROFILE - SUPER**

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Try to avoid using superfluous or subjective statements in your profile. It is better to use clear language that is supported by evidence.

### **OTHER COMMENTS ON PROFILE SECTION**

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## EDUCATION AND WORK ORDERING

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You might want to consider changing the ordering of your education and work experience sections. If you have a significant amount of relevant work experience it might be worth putting the work experience section ahead of education.

## EDUCATION SECTION

### EDUCATION ORDERING

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I suggest you put your education in reverse chronological order, with the most recent experiences first.

### CURRENT COURSE

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Well done for including details of the course you are currently studying.

### NAME INSTITUTION

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Well done for making name of educational institutions you attended clear throughout.

### NAME COURSES

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Well done for making clear the name of the courses you studied clear throughout.

### EDUCATION DATES

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I suggest you make the dates of attendance clear for all courses you have studied.

### GRADES ACHIEVED

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I suggest you include details of grades achieved in the past, particularly if you have received high grades or there are highlights you can point to (e.g. high Leaving Certificate grades in relevant subjects).

### MODULES AND PROJECTS

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You might want to include some summary information about relevant modules and projects you have completed during your university education.

### GRADES ANTICIPATED

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It might be worth including anticipated grades for your current course, particularly if you are on track for a 2.1 or a 1st.

### INTERNATIONAL GRADE EQUIVALENCE

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NA

### OTHER COMMENTS ON EDUCATION SECTION

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## WORK EXPERIENCE SECTION

### WORK EXPERIENCE ORDERING

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Well done for including work experiences in reverse chronological order.

### COMPANY NAME

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Well done for clearly stating the name of organisation(s) you worked for.

### JOB TITLE

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well done for clearly stating your job title / role.

### DATES

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Well done for making dates of employment clear.

### BULLET POINTS

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I suggest you use bullet points to break up the information within the work experience section. See sample CV attached for example.

### JOB RESPONSIBILITIES

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I suggest you make the main responsibilities of the different roles you had clear.

### LOCATION

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Well done for making the location of your employment clear.

### INDUSTRY

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Well done - it is clear what industry / sector your work experiences were in.

### SKILLS

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I suggest you demonstrate the transferrable skills developed in your roles.

### ACHIEVEMENTS

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Where possible, try to quantify any key achievements / awards / wins during work experiences.

### WEIGHT ON CV

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Well done for giving the right weight to different experiences. It makes sense to give more space on your CV to the most relevant work / education / voluntary activities.

### OTHER COMMENTS ON WORK EXPERIENCE SECTION

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## SKILLS AND INTERESTS

### IT SKILLS

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Well done for listing IT skills. Make sure to include all that might be relevant, including Microsoft Office Applications, Video platforms like Zoom and Teams, as well as any programming skills you might have.

### LANGUAGES

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Well done for listing language skills. If you have not already done so, you might want to indicate levels of competence according to the Common European Framework of Reference for Languages.

### WORK EXPERIENCE

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Great that you have some work experience you can include on your CV. Some students also find it worthwhile to include voluntary activities / extra curricular activities that show additional transferable skills, or expand on university projects they have been involved in to ensure they are demonstrated as many transferable skills as possible that are needed for the role.

### INTERESTS

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I suggest you do not include generic interests such as walking, reading, socialising and going to the cinema as most people enjoy these activities and it does not give further insight into you as an individual. For the interests you include, expand on them to show how you engage in that particular hobby. E.g. discuss how often you train for a sport, if you have competed in any recent competitions, etc.

### OTHER COMMENTS ON SKILLS AND INTERESTS SECTION

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## REFERENCES

### REFERENCES

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Well done - unless requested it is standard to have references included upon request. It is worth lining up your references in advance though, so you can provide these details quickly when needed.

## FORMATTING

### CV LENGTH

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Great - your CV is the appropriate length of 1 or 2 pages.

### FONT SIZE

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Well done - your font size looks appropriate.

### CONSISTENCY

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Well done, your formatting looks consistent throughout.

### MARGIN SIZE

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Well done - your margins look appropriate.

### USE OF TABLES AND COLUMNS

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I suggest you remove the use of tables and / or multiple columns. Applicant Tracking Systems can have trouble interpreting this information correctly.

### CORRECT TENSE

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Well done for using past tense to describe past work / education experiences.

### PRONOUN

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Well done for avoiding excessive use of the personal pronoun (I)

### TYPOS

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Well done - I did not spot any typos or grammatical errors in your CV.

### TYPOS EXAMPLES

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### FORMAL LANGUAGE

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Well done for using formal language throughout your CV.

### GAPS ON CV

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Great - there are no unexplained gaps on your CV.

### OTHER COMMENTS ON LAYOUT OR FORMATTING

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## SKILLS EVIDENCED

### IT Skills

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Some evidence provided for this skill. Are there other places in your CV where you can demonstrate this - in work experience, education or extra curricular activities?

### Communication

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Well done - clear evidence provided for this skill.

### Team work

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Some evidence provided for this skill. Are there other places in your CV where you can demonstrate this - in work experience, education or extra curricular activities?

### Relationship Building

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No evidence provided for this skill.

### Adaptable

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No evidence provided for this skill.

## OTHER COMMENTS ON CV

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Make sure you are clearly demonstrating evidence for the skills they are looking for. You can do this through your discussion of past work and education experiences, and make sure to highlight a few key skills in your profile section.