

LOUISE WHELAN'S 3RD CV

CURRICULUM VITAE

Louise Whelan

*An enterprising and self-motivated school-leaver, with good leadership and communication skills,
an understanding of business and the ability to work well with others.*

PERSONAL DETAILS:

Address: Grangeabbey,
Mohill, Co. Leitrim.
Telephone: 049- 543270
E.mail: louisew@eircom.net

EDUCATION:

1989 – 1997
1997 – Present

Mohill National School, Mohill, Co. Leitrim.
Drumshanbo Vocational School, Drumshanbo, Co. Leitrim.

Junior Certificate 2000

<u>Subject</u>	<u>Level</u>	<u>Grade</u>
English	Honours	D
Gaeilge	Pass	C
Maths	Pass	C
History	Honours	D
Geography	Pass	B
Science	Honours	C
Business Studies	Honours	C
French	Pass	B
Home Economics	Honours	D

Leaving Certificate 2002

<u>Subject</u>	<u>Level</u>	<u>Grade</u>
English	Pass	
Gaeilge	Pass	
Maths	Pass	
Science	Honours	
Business	Honours	
French	Pass	
Home Economics	Honours	
Link Modules	Common	

This example should not be copied word for word, but the titles can be used.
**NOTE THIS EXAMPLE DOES NOT HAVE SKILLS AND QUALITIES IN IT
WHICH IS NECESSARY FOR A COMPLETE C.V.**

WORK EXPERIENCE

Date

March 5th –
March 9th 2001

Employer

Mr. Mick Kildea
Kildea Construction Ltd.
Mohill, Co. Leitrim.

Duties

Reception
and general
clerical work.

INTERESTS AND HOBBIES:

- Member of Mohill Senior Football Team
- Enjoy swimming and have commenced scuba-diving classes of late
- I am a keen supporter of most sporting activities

ACHIEVEMENTS:

- Presented with Silver "Gaisce" medal last year and working towards a gold medal at the moment
- Senior Prefect 2001/02
- Member of Student Council 2000/01
- Certificate for Excellent Attendance 1999

REFEREES:

Mr. John Foley
Drumshanbo Vocational School
Mohill,
Co. Leitrim.

Title: School Principal
Tel. 049 – 72223

Mr. Mick Kildea
Kildea Construction Ltd.
Mohill,
Co. Leitrim.

Title: Manager
Tel. 049 – 89160

I would like to take this opportunity to thank you for reading my Curriculum Vitae.

Signed: _____
Louise Whelan

Date: _____

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CURRICULUM VITAE (2 PAGES)				
Assessment criteria	Evidence presented			Additional comments
	Full	Partial	Absent	
Generate a word-processed document with a clear and consistent layout.	✓			Each section of CV has clear and consistent headings. Text style consistent throughout.
Choose font, format and language appropriate to the task content.	✓			Regular font, short statements, bulleted lists.
Select relevant information, categorise under appropriate headings and arrange in appropriate order.	✓			Detail arranged in a logical sequence. Educational achievements carefully tabulated. Full details of work experience provided. Contact details of each referee well presented.
Communicate concisely and accurately using correct grammar, spelling and punctuation.	✓			Accurate and concise throughout.
Highlight personal skills and qualities in an imaginative way.	✓			CV begins with a well crafted statement of skills and personal qualities. Highlighted by text box.