Name

Address

Phone number | Email address | LinkedIn Profile URL

**Profile**

Provide a short, succinct personal statement that will catch the reader’s eye. Outline your academic achievements, your career ambitions and include a brief description of your skills and experience. We recommend you keep this to six lines or less.

**Education**

Start with your most recent educational achievements and work back. If you have not yet achieved a degree, include individual Leaving Certificate results here. If you have earned your degree or are awaiting results in your final year, just include your Leaving Cert points.

**College/University Name**

(Date started – Date completed)

Qualification (Result)

**School**

(Date started – Date completed)

Leaving Certificate (400 points)

**Career history**

Include summer jobs, volunteer positions and work experience. Again, start with the most recent and work your way back.

**Job title, company name, location**

(Date started – Date finished)

Key responsibilities:

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*
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**Job title, company name, location**

(Date started – Date finished)

Key responsibilities:

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*

**Key skills**

* Include any transferable skills you’ve learned, either through college or work experience, that make you an excellent candidate to become an apprentice.
* Incorporate any software packages you have experience with (Microsoft Office, Adobe Creative Suite etc).
* Include languages and your level of competency.

**Interests and hobbies**

Remember to include interests that demonstrate the key skills you have mentioned above; for example, being a member of a sports team or college club.

**References**

Always ask your referees before sending them on to an employer.

**Want to learn more about starting a career in insurance?**

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