**Name**

Address (use only one line)

Telephone Number \* Email Address

LinkedIn Profile

**Personal Profile**

2-4 sentences max. The profile should be a description of your skills and achievements in brief. It **MUST** be adjusted to surface your most relevant skills for each individual role you are applying for. To write the profile, ask yourself *“What are my most relevant skills and achievements for this job spec? What am I proud of?”* Include keywords used in the advert wherever possible.

**Education**

**Dublin Institute of Technology / GetReskilled (2014 - 2016)**

Level 7 Certificate in eBioPharmaChem

 Modules: Fundamentals of Pharmaceutical Manufacturing Technologies

 Commissioning & Qualification of Equipment and Systems

 Chemistry for API’s

**University College Cork (1999 – 2003)**

BSc (Hons) Microbiology, 2.1

List out any relevant modules or practical experience

**Employment**

**Company Name (Date from - Date to/Present)**

Description of what company does (2 lines max) e.g. Company X is the world leader in producing y and z, across 16 global markets and have a team of 18 based in xxxx.

Job Title

Responsibilities:

* Just 5-12 words per bullet point
* Max 8 points for most recent (or most relevant) role.
* Include type of work, project description, etc., who were you managing or working with, and which level you are working on. **NB:** Tailor the description to the job you are applying for.

Achievements:

* Each bullet point should start with an action verb. It should be specific and include clear outcomes. Each bullet point should outline an achievement.
* Use as many quantifiable examples as possible. % figures or approximations are fine if you don't know exactly
* Include your KPI’s and performance against them.

**Company Name (Date From - Date To)**

Description of what company does (2 lines max)

Job Title

Responsibilities:

* Just 5-12 words per bullet point
*
*

Achievements:

* Use as many quantifiable examples as possible. % figures or approximations are fine if you don't know exactly
*

**Company Name (Date From - Date To)**

Description of what company does (2 lines max)

Job Title

Responsibilities:

* Just 5-12 words per bullet point
*
*

Achievements:

* For older roles, consider adding one “key achievement”

*N.B. Beyond 15 years - only include company name, dates, job title and one bullet point outlining roles (no need for responsibilities/achievements) UNLESS it’s directly relevant to your application.*

**Training & Courses**

* List out any industry relevant training and courses
* Remove this section if you have nothing relevant to add

**Additional Skills**

* List out languages;
* IT skills;
* Relevant licenses
* … anything else you think is directly relevant to the application

**Interests**

* List out any hobbies or interests
* Also include volunteering
* Try to relate each back to transferable skills that would be of interest to employers