

# Sample CV

A sample CV to check out



Written by **SpunOut**

**John Johnson**  
**Curriculum Vitae**

**D.O.B. 01/01/1994**

**123 Tower Street**  
**Clones**  
**Co Monaghan**

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**johnjohnson@example.ie**

## **Employment History**

**June 2013- present:** Mulligan's Newsagents

- I currently work in Mulligan's Newsagents on Tower Street. My duties include serving customers, stocking the shop, and operating the tea and coffee machine. I am also entrusted with making stock orders, opening and closing the shop, and counting the till.

**January 2013- June 2013:** John Smith Accountants

- I worked in John Smith accountants for a period of six months last year as part of my college course placement. I found it to be a very valuable learning experience, and gained skills in areas such as filing, customer service, auditing, spread sheets and account management.

**January 2013- June 2013:** Bar staff at The Grey Goose pub

- This was a part-time job I worked in while at college in Dublin. I was entrusted with various duties such as pulling pints, tapping kegs, cleaning the bar, serving food and collecting glasses.

## **September 2012- January 2013: Shop Assistant in O'Reilly's Garage**

- I worked weekends here for a period of five months, during which time my responsibilities included stocking the shop, washing cars, operating the pumps, and serving customers at the till. I was also entrusted with opening and locking up the garage, and was a keyholder.

### **Skills and achievements**

- Possess strong knowledge of accountancy practice, as is evidenced by my experience in the John Smith Accountants firm.
- I am a polite and courteous individual who loves interacting with clients and customers. Have a long history of customer service due to my involvement in both O'Reilly's Garage and Mulligan's Newsagents.
- Strong working in a team environment but can also excel when working independently.
- Have always been extremely goal-focused and am not easily deterred by setbacks.

### **Hobbies**

I enjoy cycling, swimming and reading. I am a member of the camping society in Dublin College, and regularly go on trips and excursions. I also play football with Clones FC, and enjoy going to the cinema whenever I get the chance.

### **Education**

#### **2012- Present: Dublin College**

- Currently in my last year of studies for an honours degree in accountancy.

#### **2006- 2012: Clones Secondary School**

- Graduated with seven honours in the Junior Certificate, and attained a score of 400 points in the Leaving Certificate (breakdown of individual results available on request).

#### **1998- 2006: Saint Mary's Primary School, Clones**

### **Referees**

Mr. John Smith- Senior accountant, John Smith Accountants  
Email: [j.smith@smithsaccountants.com](mailto:j.smith@smithsaccountants.com), Phone no: 086 606 6600

Mr. Sean O'Reilly- Manager, O'Reilly's Garage  
Email: [sean.oreilly@oreillygarage.ie](mailto:sean.oreilly@oreillygarage.ie), Phone no: 087 707 7700