

Skills based CVs can be useful if you have a long career history or if you are changing careers and want to highlight your transferrable skills. **This format is not recommended for graduate job and internship applications, see instead our Chronological CV template**

## Jane Anne Smith

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Only your name and contact information should be provided. Do not include a photo, your age or date of birth, marital status, and nationality unless the nature of the job requires this information and you are comfortable sharing it.

Provide your up-to-date email address and refer to your LinkedIn account.

### Key skills

#### Working with people

- Worked as part of a committee of six TCD students to organise a variety of fundraising events to support Suas Educational Development,
- Involved in 'Support Cheshire Homes' scheme throughout school, working with groups of people with disabilities and building up friendly relationships with them.

#### Marketing

- Won the Tower Records Summer Staff Award for highest volume of sales whilst working as a Sales Assistant in the classical music section.
- Enthusiastic member of the Trinity College Europe Society and have encouraged and persuaded many new members to join through my own personal networks and also during Freshers' Week.

#### Organisation

- Organized a variety of local and College clubs, eg Trinity College Innovation Society.
- Demonstrated considerable planning skills to arrange debates, train the team for competitions and organize events and social functions in role as Elected Secretary of the Trinity College Europe Society.

#### Creative

- Designed model airplanes over a number of years. Winner of the 2015 Dublin Model Airplane Design Award.
- Designed the logo for the student newspaper Trinity Tales, which was selected from a field of 60 other designs.

#### Leadership

- As a Captain of the hockey team, motivated and encouraged people to play to a high standard.
- Led a group of students with disabilities on holiday to France, the first time the Cheshire Home had undertaken such an event.

### Education

2014-2018

**Bachelor of Arts in European Studies**  
**The University of Dublin, Trinity College**

Relevant Subjects:

French, Spanish, European History, Politics & Sociology

Results:

Expected Result 2.1  
3<sup>rd</sup> Year: 2.1, 2<sup>nd</sup> Year: 2.2, 1<sup>st</sup> Year: 2.1

Present information in reverse chronological order and specify your modules (those relevant to the role) and provide examples of skills developed during your curriculum

2004-2010

**Leaving Certificate**  
Cadbury College, Co Roscommon

## Achievements

**Academic**                      Awarded the scholarship for the “XX” **nomination 2015**

Provide name and dates for awards, qualifications and competitions. You can also categorise your achievements e.g. academic, sports

## Employment History

<b>Hewlett Packard</b>	<b>Production Operative</b>	Summer 2017
<b>HMV</b>	<b>Sales Assistant</b>	Summer 2016
<b>First Active</b>	<b>Commercial Loans Clerk</b>	Summer 2015

Present information in reverse chronological order and include responsibilities. It is important to highlight skills to demonstrate how you meet the job requirements

## Additional Skills

**IT**                                      Proficient at MS Office applications and Adobe Photoshop developed during degree

**Languages**                      Good written and spoken French

Highlight additional skills. Provide examples of where the skills were developed

## Interests

**Travelling:**                      Excellent intercultural skills developed by travelling and volunteering overseas

**Sports**                              Actively involved in TCD Hockey club. Developed team work and leadership skills

Emphasize any skills that you have gained, e.g. teamwork, leadership, organisational

## Referees

Professor JP Jones  
Head of Department  
Department of Hispanic Studies  
Trinity College  
Dublin 2

Mr PW McCormack  
Operations Manager  
Hewlett-Packard  
Liffey Park Campus  
Co Kildare

Include 2 references. Make sure to give their full title and place of work. There is no need to include email or phone number at this stage. If you run out of space, you can also include 'Available upon request'