

Only your 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.

## Jane Anne Smith

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Present information in reverse chronological order and specify your modules (those relevant to the role)

## Education

University of Dublin, Trinity College

**Bachelor of Arts in Economics, June 2014 - 2018**

Relevant courses: Firms and Development, Statistics, Applied Economics, International Economics

Present information in reverse chronological order and include information about your key tasks and achievements. It is important to highlight skills to demonstrate how you match with the job requirements

## Experience

Summer 2017

**Production Operative**

FKM Engineering Plc, Dublin

- Consistently met production targets and deadlines.
- Completed an analysis of rejected product for the Quality Control Manager, which resulted in a 7% improvement in quality levels.
- Entrusted with training new operatives within three weeks of starting the role.

Summer 2016

**Sales Assistant**

SuperValu, Dublin

- Provided customer care and service
- Accurately input data into MS Access database
- Assisted the Store Manager in re-ordering goods and ensuring on-time delivery

Summer 2015

**Commercial Loans Clerk**

First Active Building Society, Dublin

- Dealt with routine clerical work
- Responded to queries from customers on the phone and in person

## Skills

Proficient user of word processing (Word) and spreadsheet packages  
Reasonably fluent in French

Highlight additional skills that will be relevant to the role

## Activities

Trinity Hockey club member 2014 – present  
Trinity Jazz Club member 2014-2018  
Vice-chairperson, Film Society 2016  
Have travelled in Europe, US and Africa

Outline any other activities you were involved in

## References

Available on request

Where you are short of space you can write "References available on request" instead of giving full details of your referees.