

SAMPLE — 1 PAGE C.V.

Joan Bloggs

Churchwood Avenue
Gowran, Co. Kilkenny
Home phone: 098 445 5667
Mobile Phone: 083 123 4567
E-mail: joan_bloggs54@yahoo.com

Summary

Friendly, outgoing and dedicated
Very competent at word processing
Valued as a worker by employers and staff
Extremely organised and accomplished in office procedures
Strong interpersonal skills and experience in delivering a professional service

Work history

2009 – Date *Secretary – Front Desk – Gowran Network, The Square, Gowran, Co. Kilkenny*
Secretary – Gowran Enterprise Group, c/o Gowran Network, The Square, Gowran

All front desk duties – phone, greet clients, faxing, photocopying, typing
Client advice
Typing letters for Manager and other senior staff members
Databases

2006 – 2009 *Cashier – Gala Supermarket, High Street, Gowran, Co. Kilkenny*

Dealing with the public
Handling goods and cash

1994 – 2006 *Machine Operator – Dell Ireland, Waterford Road, Kilkenny*

Assemble line

1992 – 1994 *Secretary – Presentation Convent School, Gowran*

Looking after all the secretarial needs of the school Principal

1980 – 1983 *Secretary – Worked for many secretarial agencies – temping*

1976 – 1980 *Barlow Electrical, Carlow Road, Kilkenny*

Secretary to Manager / Accountant

Further Training & Education

2009	FETAC Level 5 (Word processing)	-	Kilkenny
2009	Basic Sage Course	-	Enterprise Board
2008	ECDL	-	Loughboy Family Resource Centre
2007 - 2008	FETAC Level 4 (Computers)	-	BTEI, Kilkenny
2006	First Aid Course	-	Kilkenny
1976	Leaving Certificate	-	Saint Patrick's School, Kilkenny
1973	Junior Certificate	-	Saint Patrick's School, Kilkenny

Interest & Hobbies

- ◆ Reading
- ◆ Music
- ◆ Films
- ◆ Voluntary Secretary to Gowran Basketball Club

References

John O'Brien, New Road, Old Parish, Kilkenny	Ph 056 772 3456	Mob: 087 098 7654
Maura Brennan, Shoppe Street, Old Town, Kilkenny	Ph 056 654 0987	Mob: 083 543 1234