Name

Address

Phone number | Email address | LinkedIn Profile URL

**Profile**

Provide a short, succinct personal statement that will catch the reader’s eye. Include your career ambitions, academic achievements and a brief description of your skills and experience to date. You should also detail why you are seeking to change careers into the insurance sector. Keep this to eight lines or less.

**Career history**

Start with your most recent position and work your way back. Remember to include the responsibilities that may be transferable from your current sector to the insurance industry.

**Job title, company name, location**

(Date started – Date finished)

Key responsibilities:

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*
*

**Job title, company name, location**

(Date started – Date finished)

Key responsibilities:

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*
*

**Education and training**

Start with your most recent educational achievements and work back. Include any professional qualifications you’ve earned including training courses completed.

**School/College/Institute name**

(Date started – Date completed)

Qualification name
Results

**School/College/Institute name**

(Date started – Date completed)

Qualification name
Results

**Key skills**

Include the competencies you’ve developed while working in your current sector that will stand out to potential employers.

* Include any transferable skills you’ve learned, either through work, hobbies or volunteering, that make you an excellent candidate to become an apprentice.
* Incorporate any software packages you have experience with (Microsoft Office, Adobe Creative Suite etc).
* Include languages and your level of competency.

**Interests and hobbies**

Remember to include interests that demonstrate the key skills you’ve mentioned above.

**References**

*Always ask your referees before sending them on to an employer.*

References are available on request.

**Want to learn more about starting a career in insurance?**

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