Name

Address

Phone number | Email address | LinkedIn Profile URL

**Profile**

Provide a short, succinct personal statement that will catch the reader’s eye. Outline your academic achievements, your career ambitions and include a brief description of your skills and experience. We recommend you keep this to six lines or less.

**Education**

Start with your most recent educational achievements and work back. Include your Leaving Certificate results here if you have them. If not, include your Junior Certificate results and state that you are waiting on the results of your Leaving Cert.

Remember for the Insurance Practitioner Apprenticeship, you will need 2 honours in Leaving Cert subjects and 4 additional passes, including Mathematics and English or Irish.

**School name**

(Date started – Date completed)

Leaving Certificate 2016
Awaiting results

Junior Certificate 2013

|  |  |  |  |
| --- | --- | --- | --- |
| Irish (Higher level) | C | French (Ordinary level) | B |
| English (Higher level) | B | History (Higher level) | C |
| Mathematics (Ordinary level) | A | Geography (Higher level) | B |
| CSPE | A | Science (Ordinary level) | A |
| Business Studies (Higher level) | B | Home Economics (Higher level) | B |

**Work experience**

Include summer jobs, volunteer positions and transition year work experience. Again, start with the most recent and work your way back.

**Job title, company name, location**

(Date started – Date finished)

Key responsibilities:

*
*
*

**Job title, company name, location**

(Date started – Date finished)

Key responsibilities:

*
*
*

**Key skills**

* Include any transferable skills you’ve learned, either through your school work or work experience, 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 have mentioned above; for example, being a member of a sports or debating team.

**References**

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

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

[*Follow our blog*](http://blog.iii.ie/indialogue) *for more careers advice and insurance industry insights.*