

# [Your Full Name]

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Date of Birth: [DD/MM/YYYY]

Address: [School Full Postal Address]

Phone: [School Phone Number]

Email: [Your School Email Address]

## Education

Current Secondary School Name

Year: Transition Year (2026–2027)

Junior Certificate Mock Results (2026):

- Irish: [Result] -

- English: [Result]

- Maths: [Result]

- [Other Subjects + Results]

Primary School Name

Years Attended: [e.g. 2014–2022]

## Work Experience

Business/Organisation Name – [Role or Task Performed]

Dates: [Month/Year]

- [Brief description of what you did]

S.H.A.R.E. (Volunteering)

Dates: [Month/Year]

- Participated in charity work supporting elderly communities.

## Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Basic First Aid Training (if applicable)
- Good communication and teamwork skills
- Reliable and hardworking
- Comfortable using computers and tablets
- Organised and willing to learn

## Interests

- Member of [Sport Club or School Team]
- Hobbies include [e.g. reading, coding, art, photography]
- Part of [School Club or Organisation]

## Awards, Achievements & Projects

- Received [Award Name] for [achievement]
- Completed [School Project or Competition]
- [Other recognition, certificates or milestones]

## References

Teacher's Name – [Subject or Role]

School: [School Name]

Phone: [School Phone Number]

Email: [School office Email Address]

Club Coach/Volunteer Supervisor/Work Experience Contact

Name: [Referee's Name]

Position: [Their Role/Relationship to You]

Phone: [Phone Number]

Email: [Email Address]

**(Always ask permission before listing someone as a reference)**