Personal Details

Name:

Address:

Mobile: Email:

**Education**

**Secondary** Name of secondary school Year started – Year finished

**Leaving Certificate**

**University** Name of Institution Year started – Year finished

Qualification awarded (Level of qualification – eg 2.1 Hons)

**Professional Qualification**

**Qualification (eg ACA)**  Year Qualified

Experience

Month & Year - Date Practice name and location

Title - Department

The following list provides some examples of the type of work with which I have been involved:

|  |  |
| --- | --- |
| Client Details | Details of Role and Work Completed |
| Client name (or industry) and turnover | Level on team  Work undertaken  Anything you specifically want to highlight re job |
| Client name (or industry) and turnover | Level on team  Work undertaken  Anything you specifically want to highlight re job |
| Client name (or industry) and turnover | Level on team  Work undertaken  Anything you specifically want to highlight re job |
| Client name (or industry) and turnover | Level on team  Work undertaken  Anything you specifically want to highlight re job |

**Responsibilities:**

*Audit*

*Accounts Preparation*

*Management Accounts*

*Taxation*

*Other*

**Secondments:**

1. X
2. X
3. X

IT Experience

Interests & Activities

1. X
2. X
3. X

References

* Available upon request