



## How to write a CV and Downloadable CV Template

## HOW TO WRITE A CV AND DOWNLOADABLE CV TEMPLATE

Your CV is one of the most important elements to get started in your job search. Your CV allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers.

It may seem basic, but to be honest, so many people prepare CVs & cover notes that are not fit for purpose. In preparing a CV, time must be spent to ensure that you capture all the information that makes you unique and summarises why you are both suitable and of interest to the hiring managers.

In addition to your CV, it can be beneficial to add a cover note. This allows you to tailor your background and experience to the specifics of the role and organisation

Here are some simple tips and a template to assist you in preparing your perfect Accounting and Finance CV. Remember, no two CVs will be the same – yours will have its own unique personality but it is important that you provide core information to help the employer choose you for an interview.

**Jane Doe**  
Professional Qualifications: ACA MBA BA etc  
Town, County, Country  
M: +353 87 12345678 | Email: [name@name.com](mailto:name@name.com) | LinkedIn: [linkedin.com/username](https://www.linkedin.com/username)  
Visa status (if relevant)

**EXECUTIVE SUMMARY**  
[4-6 lines summarising your relevant experience and a relevant achievement if possible. Eg. A Practice trained Chartered Accountant with 10 years post qualified experience in project finance roles Telecommunications. Responsible for the financial management of a €150Mn site development delivered on budget over 3 years. Experienced in managing cross functional stakeholders to ensure projects are effectively funded and budgets maintained.]

**EDUCATION**

Year	Qualification, stage and "first time pass" if relevant
2010	Accounting Institute University/Institute Degree/Qualification, major and result
2006	School Total number of points or honours
2002	

**CAREER HISTORY**

Jan 2019 to Current  
Name of Company  
Title  
[1 line describing what company does]  
[1 line summary of scope of role]

**Responsibilities**

- 
- 
- 

**Key achievements**  
This section should include a list of 4-8 achievements and should be presented in bullet point format.]

- 
- 
- 

**Reason for leaving**  
[This should be no more than 1 line]  
"An opportunity arose"

**PROFESSIONAL MEMBERSHIPS & TRAINING**  
[Insert details of memberships]

Date	Name of Institute and training course
June 2019	
June 2018	

**SKILLS & LANGUAGES**

[Include details of all Accounting and Finance Tools you are proficient in using, Example: IT Skills: eg. Microsoft Office: Word, Excel, PowerPoint], SAP/Oracle, BI tools, Sage, Hyperion  
List languages and competency level – conversational, fluent, mother tongue etc.]

**INTERESTS**

[Include brief details of interests. If you can use your interests to emphasise your skills then so all the better. For example: team captain or chairperson of a local group.]

**REFERENCES**

Available on request.

## HOW TO WRITE AN ACCOUNTING & FINANCE CV

Perhaps it's been some time since you've needed to write or update your CV, but don't worry, we can help take some of the stress out of this.



### Length

Any more than three pages and you risk losing the attention of the reader, unless you've been asked to submit a CV for a very specific role.

*Two pages is best*, but be aware of "spillages" from one page into another. Each page should end and begin as separate parts of your career history.



### Contact Details

Include your Name, Email, Phone Number, Location, Visa Status and LinkedIn profile at the top of your CV.



### Additional Points

Your CV is effectively a marketing document for your career, but also the first point of contact so take care to ensure there are no typos or chronology errors. It's always advised to have someone you trust review the document ahead of you sharing it with a potential employer. It is easy to miss something obvious on your own document.



### Formatting

Chose a simple font such as Arial, Tahoma or Calibri. Use font size 10 or 11. Highlight company name and Job Title in Bold. Use simple bullet points



### Consistency

It is important that the document has good symmetry and the format is consistent. For example, keep the date format the same throughout your employment history.



### Photograph?

We recommend not including a photograph. It can lead to formatting issues or poor reproduction on screen or print.



## Content

Don't assume the reader knows all about your employers, so best to follow this basic format:



## Career/Executive Summary

(a brief paragraph summarising your major achievements/career to date, but can also act as a statement of intent)



## Professional Qualifications

(ACA, ACCA, CPA etc. and year qualified)



## Career History

- Dates (start with most recent employer)
- Company
- Your Job Title
- Brief overview of the company (industry, no. employees, turnover, Plc/SME)
- Scope of your role (1-2 lines max)
- List your responsibilities, highlighting achievements (measurable results if possible "This is what I did, and this was the positive impact it had")
- State the accounting packages, BI tools, Accounting standards you have experience with



## Education

List your education in chronological order, starting with the most recent. Highlight, where you have had very good results



## Gaps

Don't leave gaps in the CV. Address if you were travelling, unemployed, on a career break at college etc.



## Hobbies and Interests

It is important to list your interests and hobbies - they can make for a talking point in the interview



## References

Just say: "References available on request".

## TEMPLATE:

### Executive Summary Tip 1:

Your profile is your opportunity to summarise your background and create a snapshot of your suitability for the job you are applying to. It is often the first thing an employer will read, therefore it should set the tone for the rest of your CV. This is your chance to highlight the value you can bring to the role and highlight your core competencies and skills. Be sure to mention the skills you have that the employer has specified in the job description. Your profile should be 4-6 lines long and do not use bullet points.

**Jane Doe**  
Professional Qualifications ACA MBA BA etc  
Town, County, Country  
M: +353 87 12345678 | Email: [name@name.com](mailto:name@name.com) | LinkedIn: [linkedin.com/username](https://www.linkedin.com/username)  
Visa status (if relevant)

**EXECUTIVE SUMMARY**  
[4-6 lines summarising your relevant experience and a relevant achievement if possible. Eg. A Practice trained Chartered Accountant with 10 years post qualified experience in project finance roles Telecommunications. Responsible for the financial management of a €150M site development delivered on budget over 3 years. Experienced in managing cross functional stakeholders to ensure projects are effectively funded and budgets are maintained.]

**EDUCATION**

2010	Accounting Institute Qualification, stage and "first time pass" if relevant
2006	University/Institute Degree/Qualification, major and result
2002	School Total number of points or honors

**CAREER HISTORY**

Jan 2019 to Current  
Name of Company  
Title  
[1 line describing what company does and size of company]  
[1 line summary of scope of role and title of who you report to]

**Responsibilities**

- 
- 
- 

**Key achievements**  
This section should include a list of 4-8 achievements and should be presented in bullet point format.

- 
- 
- 

**Reason for leaving**  
[This should be no more than one line in length, giving a positive reason for the move eg "Career progression" or "An opportunity arose to change sectors" or "Contract came to completion" or "Headhunted for new role".]

May 2014 to Dec 2018  
Name of Company  
Title  
[1 line describing what company does and size of company]  
[1 line summary of scope of role and title of who you report to]

### Executive Summary Tip 2:

This should be roughly four lines in length per above.

### Education & Training Tip 1:

If you feel your result was below par, you may choose to leave out the results and focus on individual subjects

### Executive Summary Tip 3:

Education and Training is next up and, it is important that you list out your professional qualifications & results etc. If you have completed a third level qualification, you may choose to leave out your Higher Certificate/Leaving Certificate results and particularly if it was completed more than 15 years ago.

## Career History Tip 1:

In this section, you start with your most recent work experience and work backwards. It is important to give the employer a sense of the scale/size of the companies that you have worked with, so under each employer write a couple of lines explaining the size and nature of the business. Make the description of your jobs strong by using active verbs and emphasise key skills relevant to the type of jobs that you are looking for. Under achievements, make sure to quantify as much as possible. Employers like evidence! It is a good idea to reference your reason for moving jobs – it gives the employer a sense of you and your motivation

## Career History Tip 2:

This section should contain three to four lines on the organisation per above tip 1.

**Jane Doe**  
Professional Qualifications: ACA MBA BA etc  
Town, County, Country  
M: +353 87 12345678 | Email: [jane@jane.com](mailto:jane@jane.com) | LinkedIn: [linkedin.com/username](https://www.linkedin.com/username)  
Visa status (if relevant)

**EXECUTIVE SUMMARY**  
[4-6 lines summarising your relevant experience and a relevant achievement if possible. Eg. A Practice trained Chartered Accountant with 10 years post qualified experience in project finance roles. Telecommunications. Responsible for the financial management of a €150MN site development delivered on budget over 3 years. Experienced in managing cross functional stakeholders to ensure projects are effectively funded and budgets are maintained.]

**EDUCATION**

2010	Accounting Institute Qualification, stage and "first time pass" if relevant
2006	University/Institute Degree/Qualification, major and result
2002	School Total number of points or honours

**CAREER HISTORY**

**Jan 2019 to Current**  
Name of Company  
Title  
[1 line describing what company does and size of company]  
[1 line summary of scope of role and title of who you report to]

**Responsibilities**

- 
- 
- 

**Key achievements**  
This section should include a list of 4-8 achievements and should be presented in bullet point format.

- 
- 
- 

**Reason for leaving**  
[This should be no more than one line in length, giving a positive reason for the departure. Eg. "An opportunity arose to change sectors" or "Contract came to completion"]

**May 2014 to Dec 2018**  
Name of Company  
Title  
[1 line describing what company does and size of company]  
[1 line summary of scope of role and title of who you report to]

**Responsibilities**

- 
- 
- 

**Key achievements**  
[This section should include a list of 4-8 achievements and should be presented in bullet point format.]

- 
- 
- 

**Reason for leaving**

**PROFESSIONAL MEMBERSHIPS & TRAINING**  
[Insert details of memberships]

June 2019	Name of Institute and training course
June 2018	Name of Institute and training course

**SKILLS & LANGUAGES**

[Include details of all Accounting and Finance Tools you are proficient in using.  
Example: IT Skills: eg. Microsoft Office: Word, Excel, PowerPoint, SAP/Oracle, BI tools, Sage, Hyperion  
List languages and competency level – conversational, fluent, mother tongue etc.]

**INTERESTS**

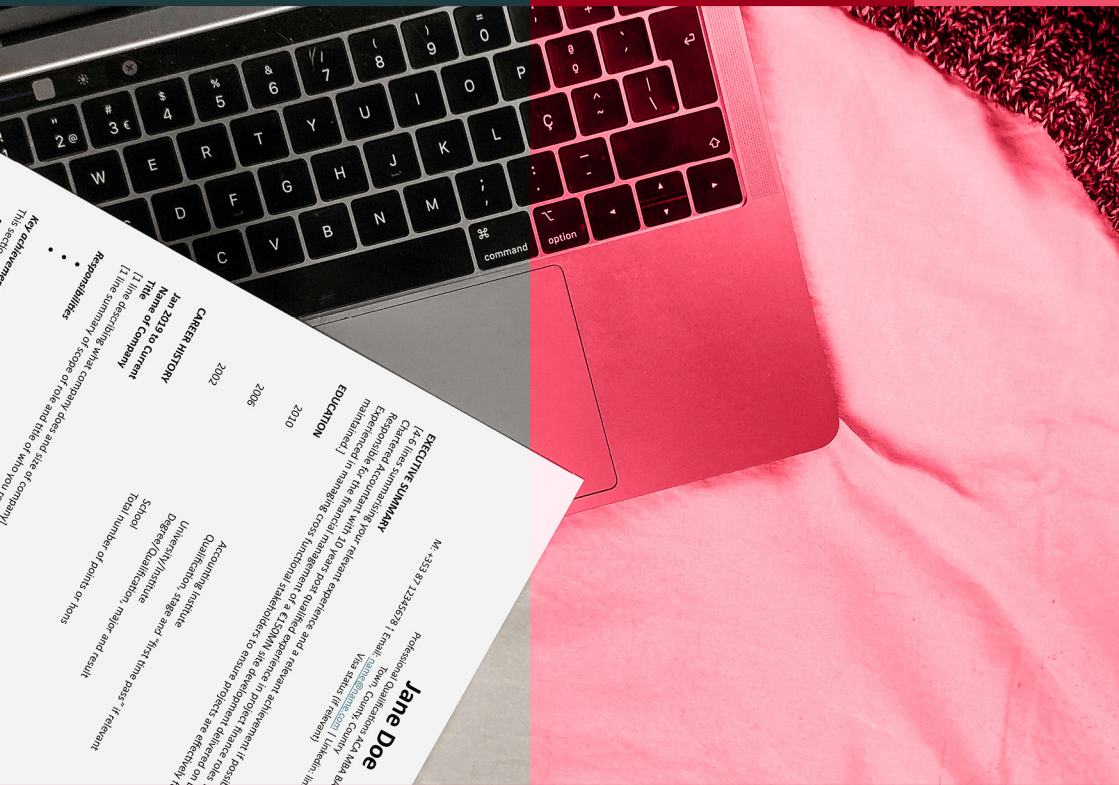
[Include brief details of interests. If you can use your interests to emphasise your skills then so all the better. For example: team captain or chairperson of a local group.]

**REFERENCES**

Available on request.

## Hobbies, Skills & Interests Tip 1:

List your hobbies, interests, language skills, awards you won etc. Can be a useful talking point in your interview.



**Jane Doe**  
Professional (Qualification, Acc. No.)  
M: +353 87 1234567 | Email: [jane.doe@domain.com](mailto:jane.doe@domain.com)  
www.domain.com | LinkedIn: [in/janedoe](#)  
Visa Status: (if relevant)

**BRIEF SUMMARY**  
1-6 line summary  
Responsible for the financial management of a £1.5M site development delivered on time and within budget. With 10 years post-qualified experience in project finance roles, experienced in managing cross-functional stakeholders to ensure projects are effectively managed.

**Education**  
2010

Accounting Institute  
University/Institute  
Degree/Qualification, major and result  
School  
Total number of points or hours

**2007**

**CAREER HISTORY**  
Jan 2019 to current  
Name of Company  
Title

[1 line describing what company does and size of company]  
[1 line summary of scope of role and title of who you report to]  
Responsibilities  
•  
•  
•  
•

Key achievements  
This section

