**JOE BLOGGS**

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# Overview

*An overview paragraph is a personal preference and not necessary if you are being represented by a recruiter. (as your recruiter will articulate your experience on your behalf)*

*However, if you are including a paragraph, keep it short and concise.*

*Our advice is to provide a one-line summary of you, tailoring the rest of the section specifically to the job you applying to and cross-referencing your experience to those of the job advertised.*

# EDUCATION

## The Institute of Chartered Accountants Ireland

September “ “

Qualified Chartered Accountant – all first time passes

## College

September “ “

Bachelor of Commerce (Banking & Finance) – First Class Honours – GPA: 3.8/4.2 Awarded College Awards

## Secondary School

September “ “

Leaving Certificate:

**Systems Experience**

Eg. Wall Street, Financial Modelling

# CAREER HISTORY

*In the body of your experience describe at a high level your duties and responsibilities. Our advice is to keep it clear and simple. Include 4/5 bullet points if possible, of course certain niche roles might require more detail.*

## Investment Bank London

Term Date “ “

Title “Associate Director / Manager” and Department “M&A Technology Media Communications”

* Identification, origination and execution of strategic ideas for clients

## Corporate Finance House Dublin

Term Date “ “

Title “ Manager M&A “ and Department “ ”

* Lead advisor for M&A and Debt Advisory assignments

**Big4 Audit**

Term Date

Title “Senior Associate” AND Department “Consumer Healthcare..”

* Provided audit services across the consumer, healthcare and energy sectors

**SELECTED DEAL EXPERIENCE OR Project experience OR Audit Clients:**

*This section is crucial for professionals working in a Deal environment like Corporate Finance or Project focused roles like Consulting. Use this to showcase the work you have been involved in which provides tangible examples of your capabilities. Auditors can also use this section to highlight audit clients you have worked on.*

*A high-level one line overview will suffice and allows you to expand at interview stage*

**Stephens Europe:**

### Completed

* Advised on

### Ongoing

* Advising on

**Fenchurch Advisory Partners:**

Audit Clients

* Lead auditor for a 12 month period on a Food Plc with €10 billion annual turnover.

# Other Experience

*Highlight internships or business ventures which adds to your professional experience.*

# Interests

*Use this section to provide a glimpse into your personal life, your interviewer might have similar interests which will enable you to build rapport instantly. Again, you can elaborate in-person, keep it concise.*

* **Sport**:
* **Travelling**:
* **Reading**:
* **Drama / The Arts**

# References: Available on Request