

Sample CV

John Murphy

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An Environmental Science graduate with substantial and responsible work experience looking to bring a range of skills and commercial knowledge to a new career in an environmentally related organisation in the private, public or voluntary sector.

Key Skills and Achievements

Business awareness

My ten years in commercial environments taught me how to keep tight financial control, reduce costs, maintain positive relations with suppliers and customers and retain good staff. My last job at Call-a-phone showed me the problems encountered when a small company starts up in a highly competitive industry without adequate capital and administrative systems.

Team working

At Jones and Sons I instituted regular team meetings so that everyone understood each other's roles. I set up systems for covering staff absence and created an induction programme for new staff to help them integrate quickly.

Founder member of a staff society to organise outings and events. As chair of the Parents Association I encouraged everyone to take on a role in order to share out the work, thereby increasing the number of parents joining the committee.

Interpersonal

I am used to working in a highly pressured environment and responding quickly to customer queries or complaints. I organised in-house training courses in 'Customer Relations' and 'Dealing with conflict' to improve relations both internally and externally.

My marketing role at Call-a-phone involved 'cold calling' and I was successful in exceeding targets for the number of potential clients. Fund-raising for the PTA also meant I contacted companies for money and we reached our target two months early.

Communication

I have considerable experience in report writing at work and essay writing at university. I have enjoyed giving seminar presentations and for my project I had to present my feasibility to study to a local authority sub-committee. I was given very positive feedback.

I was student representative for my course in my last two years at university, liaising with academic staff and reporting back to students.

Education

1999 - 2002

BSc (Hons) Environmental Science 2:1

University of Limerick

Subjects included: countryside management, rural economy, international environmental law, climate change, waste management.

Final year project: Feasibility study on doorstep recycling scheme in the local borough.

1998 -1999 Mature Student Access Course, University of Limerick

1985 Leaving Certificate, St Ailbe's School, Tipperary

Work Experience

1996 - 1998 Househusband, taking on full time responsibility for my three children after my wife was promoted to a senior position involving travelling around Ireland. Took on the chair of school Parent's Association and led fund raising drive for school swimming pool.

1994 - 1996 Call-a-phone, Catherine St, Limerick
Marketing assistant for newly created mobile phone sales company. Made redundant when company ceased trading.

1986 - 1994 Jones and Sons, Cecil St, Limerick
Started as administrative assistant in sales department of large chain of furniture retailers. Promoted to office manager after three years. Responsible for running the office, recruiting and training junior staff, creating and maintaining database of customers.

1985 - 1986 Various temporary posts while taking evening classes in book-keeping.

IT skills

I am up-to-date with Microsoft Office and have extensive experience of databases and accounting packages. I am a regular Internet user.

Interests

Playing squash, swimming with the children, going to veteran car rallies.

References

Available on request.