ANNA ANNAVILLE

2:1 HR DEGREE STUDENT SEEKING 8-12 MONTH PLACEMENT

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PROFILE

* This is the first thing the recruiter will look at and it needs to catch their attention.
* Highlight to the recruiter - Yes, I can do this job - not just any job, but this one. Refer back to the job advertisement when writing your profile to ensure it is relevant to the role you are applying for. Use the key words or phrases associated with the job you are seeking so it can be picked by an applicant tracking system.
* Think like a recruiter, not like a job-seeker –make it readable in 10-20 seconds and make the employer want to meet you on page1.
* Highlight who you are, what you want and what you can offer the employer and any relevant skills or achievements (Backed up with examples).
* **IT Skills:** Word, Excel (V Lookups, Pivot Tables, Formula), Outlook
* **Availability:** Available to work full time from xx June 2022
* **Visa:** Currently on a Stamp 2 student visa with the ability to work full time from June 2023-September 2023. Once I receive my results in October 2023, I am eligible to receive the Stamp 1G visa for a 2-year period.

**EDUCATION**

**2021-Date |National College of Ireland**  **BA (Hons) Human Resource Management**

**Modules:** Entrepreneurship, Employment Law (Contracts), Learning & Change in an Organisation, Social & Organisational Behaviour. Business Economics, Employment Law (Operations of relationships & equality), Industrial Relationships & Performance & Reward Management

Year 1 result: 2:1

**2021|Name of Secondary School Leaving Certificate**

**WORK EXPERIENCE**

**09.22- Date| Name of Company**  **JOB TITLE**

* Use bullet points not paragraphs. Start each sentence with an action verb, Don’t give a list of duties instead create bullet points that focus on impact & achievement -see <https://bit.ly/NCICVStatements> for examples.
* Working 25 hours a week whilst studying full time in this busy fashion retail environment.
* Recognised as top sales assistant for three consecutive months (November 2022-January 2023) which resulted in promotion to Sales Supervisor.
* Coordinated with the Store Manager to facilitate everyday store operations. e.g., preparing cash for G4S collection, training and guiding new staff.
* Won several sales competitions prizes such as …..
* Dealing with customer queries and issues, whilst ensuring a consistent level of customer service at all times, achieved 95% -100% DAA mystery shopper each year during career period.

**1999-2003 |ECHM, London & Dublin** RECRUITMENT MANAGER

* Use bullet points not paragraphs. Start each sentence with an action verb, Don’t give a list of duties instead create bullet points that focus on impact & achievement -see <https://bit.ly/NCICVStatements> for examples.
* Working 2O hours in a team of 8 to meet meeting relating to loyalty cards, add on purchases and sales.
* Recognised as top sales assistant for three consecutive months (May 2021-July 2021) which resulted in promotion to Sales Supervisor.
* Coordinated with the Store Manager to facilitate everyday store operations. e.g., preparing cash for G4S collection, training and guiding new staff.
* Won several sales competitions prizes such as …..
* Dealing with customer queries and issues, whilst ensuring a consistent level of customer service at all times, achieved 95% -100% DAA mystery shopper each year during career period.

**INTERESTS AND ACHIEVEMENTS**

Don’t just give a list of hobbies– provide detail, show level of involvement and any achievements.

**Fundraising:**

* + Part of a strategic team of 10 in 2022 responsible for raising €10,000 in one week for 10 charities.
	+ Representing 5 charities which included Jack & Jill Foundation, Irish Heart Foundation, Down Syndrome Ireland, Laura Lynn and the Irish Cancer Society.
	+ Specific responsibility for securing collection permits in the IFSC.
	+ As part of the project we developed a dedicated website, you tube video, appeared in the National Media and won the NCI Society Event of the year and the National BICS Award for Society event of the year in a small to medium college.

**Class Representative:**

* Voted Class Representative for 2022 in NCI which involved advocating for a class of 54 first year students.
* Voicing the opinions of the class at academic meetings and acting as a liaison between staff and students.
* Successfully reached agreement with students and academics on timetabling and exam queries raised by the class.

**Fitness**

* Black belt in TaeKwondo training twice a week since 2019.
* Keen runner, run 10k three times a week and training for the Dublin Marathon in 2022

**GAA**

* Member of xxx GAA team since the age of 7. Currently playing for the Senior Team in Division 1 championship and league competitions. Represented National College of Ireland on the soccer team in 2019 & 2020. Reached the colleague league final in 2020.

**Travelling**

* Keen traveller and over the last 5 years have travelled to Norway, Italy, Spain, France and the United States.

***TIPS:***

* Save the CV with a meaningful name not “my CV” or “final cv” – Could be “Anna Annaville – 2:1 HR Finalist – Available August 2023.”

***Get immediate CV Feedback:***

*We have invested in a CV feedback tool for NCI students.* [*Career Set*](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D001XKXje9LkfFTAou610NL4kTeX9hdK2OKgB17meCq6wgO9wuBTxHzSwiPNyZzIt3HXd6GT3Y-50BTgFbFAWMQFHdOUeWQ9Ildns7OkfrlbVY2baMqudiKzgDRJ10GzyyQs07Pd275X1DMSLeeTOwNl_wqrOanIrSZm0jnnOjCHWzfA-Uf_joPAoTQM56CaTjAsjU22W-dVqUX_y9UaEqhx--SIQ8AyYl67sb0mxOkmrDAEKMg8657-S5hwOJOlNmb8Jn0T-cGxzoEj2oRr0w-PI0CJQSUhtMSjtuc3BO-gsjdG_eLXeCVvP0B_KtabpuYADCjJ_HesATP-e0llULYqq6aXP5JT5VO4_90QFpUrax0dbtYlx9nIPlrEKsEedzKuJ-MegjhWfdS4-iUp1_FBzv3JVBGumLycCQAgLO2y4PaDCaprz07-fd8hIl_bE_jLJHH7x-hn0NyFJSmPA_dryo_kn8zYwvYr5n0hlxvojjAeHWQXR1DCOWml0xJwhW5eO_WZtogc8hGs0ruyeEvqe0o5U1ZHfYaY0KN8rNgIfsuHpDGKgtRtJAC0gHooKj4PqssbORzDbFaVSvtpPPbK9qdIwTPmLABLTFIl01SFVDdMk2b7_yn8Gs5eukbIiZSGmD_eThDPPA74rpv5yNX6RfkoPR-mc1mD57D46L-SQGLOyff61S-9Aw%3D%3D%26c%3DGRcrrI8Q1xlszf8t9HBmV6Z50AMl627KT_rPFl3BZnn4RqU1GmRyag%3D%3D%26ch%3Dq2XLXjeHAdiSXj4LNTdSnRhCm8K7X_AvcgvwJgEJFEefvN7G5WKyUQ%3D%3D&data=04%7C01%7Ccaroline.kennedy%40ncirl.ie%7Caa695ef58887433e3b2a08da02aa63c3%7C6edb49c1bf724eea8b3fa7fd0a25b68c%7C0%7C0%7C637825228801180634%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=9zpV6AOb2v3ujeAqmbDN7mV%2Bropbgs%2FCdkGelUo%2FNIA%3D&reserved=0) *uses AI to assess your CV and gives you immediate feedback to help you improve it. Upload your CV in PDF the platform will score your CV and give you targeted suggestions to help you improve it.*

* *Log in* [*here*](https://careerset.com/account-login.php) *using your NCI student email address. (*[*https://careerset.com/account-login.php*](https://careerset.com/account-login.php)*)*
* *You will receive an authenticator link via email and clicking on this link will log you in for one session.*
* *Upload a PDF of your CV to the platform.*
* *Within 30 seconds you will receive individual feedback on the left hand side of the screen.*
* *This CV feedback tool is very useful for evaluating the impact of your sentences.*