

Resource Purpose: Under the Welcome Work project, we have prepared CV templates based on Irish requirements for the construction industry. This resource is designed to support refugees and foreign-qualified workers who wish to enter the construction labour market in Ireland.

TEMPLATE 1 — Standard Irish Construction CV Template

PERSONAL DETAILS & CONTACT INFORMATION

Surname, first name:	<i>[Enter your name]</i>	Town or city of residence:	<i>[Enter town or city]</i>
Mobile number:	<i>[Enter mobile number with +353 if needed]</i>	E-mail address:	<i>[Enter e-mail]</i>
Driving licence:	<i>[Category B / other]</i>	Own transport:	<i>[Yes / No]</i>
Safe Pass card:	<i>[Yes – valid until ____]</i>	Right to work in Ireland:	<i>[Irish citizen / EU citizen / Stamp 4 / other]</i>

PROFESSIONAL SUMMARY

[Write two to four lines summarising your construction experience, key skills, site experience, and the type of role you are seeking. Mention reliability, teamwork and safety awareness.]

PROFESSIONAL EXPERIENCE

Construction Work Experience

Dates & Location:	Start date – End date Job title, Company name, Location
Tasks Performed:	<i>[Describe main tasks such as groundworks, concrete works, drainage, kerbing, pipe laying, shuttering support, demolition, general labouring]</i>
Tools & Equipment:	<i>[List hand tools, power tools, small machinery]</i>
Safety Duties:	<i>[Describe PPE use, safe work practices, following safety briefings]</i>
Achievements (Optional):	<i>[Add responsibilities or key achievements here]</i>

* *[Add additional construction roles as needed using the same structure above]*

Other Work Experience (Non-Construction)

Dates & Location:	Start date – End date Job title, Company name, Location
Main Duties:	<i>[Describe responsibilities that show teamwork, communication, reliability, handling equipment, or physical work.]</i>
Transferable Skills:	<i>[Explain how the experience supports working safely and effectively on construction sites.]</i>

FORMAL EDUCATION

Years:	<i>[Start year – Year of completion]</i>
Qualification:	<i>[Qualification or degree & Specialisation if relevant]</i>
Institution:	<i>[Name of institution, Location]</i>

MANDATORY SAFETY CERTIFICATION & TRAINING – IRELAND

Safe Pass (Solas)

Issue Date:	<i>[DD / MM / YYYY]</i>	Expiry Date:	<i>[DD / MM / YYYY]</i>
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Solas / QQI Construction Skills Certification

Certificate Name:	<i>[Enter certificate title]</i>	Date Obtained:	<i>[Date]</i>
Training Centre:	<i>[Enter facility name]</i>	Description (Optional):	<i>[Short description]</i>

PLANT & MACHINERY TRAINING & OTHER SAFETY TRAINING

Plant & Machinery Type:	<i>[telehandler, excavator, mini-digger, dumper, roller, MEWP, abrasive wheels] Certificate: [Name] Date: [Date] Experience Level: [high proficiency / working proficiency / basic knowledge]</i>
Other Safety Training:	<i>Training Name: [manual handling, working at height, first aid, confined spaces, TMSS, locating underground services] Year: [Year] Training Centre (Optional): [Name/City]</i>

OTHER TRAINING

Years:	<i>[Start year – End year]</i>
Course/Qualification :	<i>[Training qualification or course title]</i>
Skills Gained:	<i>[Skills gained or areas of specialisation]</i>
Training Centre:	<i>[Training centre name, City]</i>

SKILLS & PROFICIENCIES

Technical Construction Skills

[List relevant construction skills and include proficiency level. Examples: groundworks, concrete placing and finishing, kerbing, drainage, blockwork, shuttering assistance, demolition, site clearance, tool use, machinery assistance.]

Transversal (Soft) Skills Examples

- Teamwork
- Problem solving
- Communication
- Flexibility and adaptability
- Willingness to learn
- Time management
- Reliability and punctuality

Digital Skills Examples

- Mobile phone or smartphone – User level
- Word processing software – User or intermediate level
- Spreadsheet software – User or intermediate level
- AutoCAD or similar software – Working proficiency (if relevant)
- Building Information Modelling tools such as Revit – Working proficiency (if relevant)
- Project scheduling or planning software – Basic or working proficiency

LANGUAGE SKILLS & AVAILABILITY

Language & Level:	<i>[Language – Level of proficiency (Basic, Intermediate, Advanced or A1-C2)] Certificates & Year: [Examples: English – Intermediate (B1) List details if applicable]</i>
Geographic Areas:	<i>[Enter geographic areas where you are willing to work]</i>
Start Date & Logistics:	<i>[Availability to start immediately or from a specific date] Travel/Relocation: [Willingness to travel or relocate Vehicle available (yes or no)]</i>

LAST UPDATED: DD/MM/YYYY
request.

REFERENCES (optional): Available upon

TEMPLATE 2 — Ireland Construction CV (Foreign-Qualified Worker)

PERSONAL DETAILS & CONTACT INFORMATION

Surname, first name:	<i>[Enter your name]</i>	Town or city of residence:	<i>[Enter Irish location or "Relocating to Ireland"]</i>
Mobile number:	<i>[Enter number with +353 if possible]</i>	E-mail address:	<i>[Enter e-mail]</i>
Driving licence:	<i>[Foreign licence / Irish licence]</i>	Own transport:	<i>[Yes / No]</i>
Safe Pass card:	<i>[Yes – valid until ____]</i>	Right to work in Ireland:	<i>[Temporary Protection / Work Permit / EU citizen / other]</i>

PROFESSIONAL SUMMARY

[Two to four lines describing your construction experience abroad, main skills, readiness to work in Ireland, willingness to undertake Irish training, and strengths such as reliability and safety awareness. If you have non-construction experience, mention transferable skills.]

PROFESSIONAL EXPERIENCE

Construction Work Experience (Abroad / Local)

Dates & Location:	Start date – End date Job title, Company name, City / Country
Tasks Performed:	<i>[Describe key tasks such as concrete works, blockwork, plastering, drylining, demolition, installation assistance, finishing]</i>
Tools & Equipment:	<i>[List tools and machinery you are competent with]</i>
Safety Duties:	<i>[Describe safety practices followed abroad]</i>
Achievements (Optional):	<i>[Add additional milestones or special responsibilities]</i>

Other Work Experience (Non-Construction)

Dates & Location:	Start date – End date Job title, Company name, Location
Main Duties:	<i>[Describe responsibilities that show teamwork, communication, reliability, handling equipment, or physical work.]</i>
Transferable Skills:	<i>[Explain how the experience supports working safely and effectively on construction sites.]</i>

FORMAL EDUCATION

Years:	<i>[Start year – Completion year]</i>
Qualification:	<i>[Name of qualification]</i>

Institution & Country:	<i>[Name of institution, Country]</i>
Equivalency Note:	"Foreign qualification – equivalent to vocational construction training."

MANDATORY SAFETY CERTIFICATION & TRAINING – IRELAND

Safe Pass (Solás)

Issue Date:	<i>[]</i>	Expiry Date:	<i>[]</i>
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Solas / QQI Construction Skills Certification

Certificate Name:	<i>[]</i>	Date Obtained:	<i>[]</i>
Training Centre:	<i>[]</i>	Description (Optional):	<i>[]</i>

PLANT & MACHINERY & OTHER SAFETY TRAINING

Plant & Machinery Type:	<i>[excavator, telehandler, dumper, MEWP, etc.] Certificate: [] Date Obtained: [] Level of Experience: [] Recognition Status: "Recognised by employer" / "Pending SOLAS assessment"</i>
Other Safety Training:	<i>Training Name: [manual handling, working at height, first aid, confined spaces, TMSS, locating underground services] Year: [] Training Centre (Optional): []</i>

OTHER TRAINING

Years:	<i>[Start year – End year]</i>
Course/Qualification :	<i>[Training qualification or course title]</i>
Skills Gained:	<i>[Skills gained or areas of specialisation]</i>
Training Centre:	<i>[Training centre name, City]</i>

TECHNICAL SKILLS, LANGUAGES & AVAILABILITY

Technical Construction Skills

[List relevant construction skills and include proficiency level. Examples: groundworks, concrete placing and finishing, kerbing, drainage, blockwork, shuttering assistance, demolition, site clearance, tool use, machinery assistance.]

Transversal & Digital Skills Lists

- Transversal (Soft) Skills: Teamwork, Problem solving, Communication, Flexibility and adaptability, Willingness to learn, Time management, Reliability and punctuality
- Digital Skills: Mobile phone/smartphone (User level), Word processing (User/Intermediate), Spreadsheet (User/Intermediate), AutoCAD/BIM tools/Scheduling tools (if relevant)

Language Skills & Availability

Languages:	[Language – Level of proficiency (e.g. English – Intermediate B1) Certificates & year]
Availability Details:	[Geographic areas, immediate or specific start date, willingness to travel/relocate, vehicle availability]

LAST UPDATED: DD/MM/YYYY
request.

REFERENCES (optional): Available upon

TIPS FOR FILLING OUT AN IRISH CONSTRUCTION CV

Essential advice for structuring your profile to match the preferences of Irish employers.

1. Structure & Layout

When preparing your CV for the Irish construction sector, keep the layout simple, clear and easy to read. Irish employers prefer short statements, a clean structure, and information that relates directly to the work you can carry out on site. A CV for a construction role should usually be one or two pages depending on your experience.

2. Contact Details & Location

Start with your contact details and ensure that your phone number and e-mail address are written correctly. It is common to include the town or city where you live, but a full address is not required. If you have the legal right to work in Ireland, make this clear.

3. Logistics & Driving Licence

A driving licence and access to transport are valuable in the Irish construction sector, as many worksites are not close to public transport. Construction work in Ireland often involves moving between locations, so flexibility can be a strong advantage. Include your availability and willingness to travel between different worksites.

4. Professional Summary

Write a short professional summary to help employers understand your construction background and strengths. Mention your main trade or type of work, the tasks you can carry out, and your level of experience.

5. Work Experience Order & Task Descriptions

List your construction experience in reverse order, starting with your most recent job. Describe the type of work you carried out, such as groundworks, concrete tasks, blockwork, demolition, installation support or general labouring. Include tools or equipment you used and highlight your ability to follow safety instructions. Employers look for workers who are reliable, punctual and confident in working with hand tools, power tools and basic site machinery.

6. Non-Construction & Transferable Skills

If you have skills from outside construction, explain how they can help you work safely and effectively on site, such as communication, physical work or reliability. You can add it after your construction roles and explain any transferable skills such as teamwork, organisation or manual work.

7. Crucial Irish Training & Safe Pass

Make sure to include your Safe Pass card information. This card is essential for working on almost all construction sites in Ireland. If you have completed other Irish training, such as manual handling, abrasive wheels or working at height, list these as well.

8. Foreign Qualifications & Machinery

If you have plant or machinery training from Ireland or abroad, include the type of machine, the certificate and your level of experience. If your certificate was issued outside Ireland, add a note explaining that it may need to be recognised through SOLAS or confirmed by an employer.

9. Technical & Soft Skills

Describe your technical construction skills clearly and honestly. Mention your experience with tasks such as concrete work, drainage, pipe laying, demolition, finishing work or installation support. Give an indication of your proficiency so employers understand where you can contribute immediately. Soft skills are important in Ireland; employers value workers who communicate effectively, work well in a team, follow instructions, respect safety procedures and arrive on time.

10. Digital Skills & Wrap-up

If you have digital skills, add these as well. Being able to use a smartphone, messaging apps, translation tools or QR-based safety systems is increasingly useful on Irish sites. Keep your CV up to date and finish with the note that references are available upon request.