

CV Template

Your Name
Address
Tel: Mobile:
Email address & professional LinkedIn address

Do not include any further personal details including marital status, gender, nationality as this does not add any value and may impede your application. You should use Arial or similar business font and the size should be 11 or 12

PROFILE

This sets the scene for your whole CV designed to encourage the perspective employer to read on, it should be short and to the point, include a brief summary of your experience and expertise. Only about 4 or 5 sentences

KEY SKILLS

Provide examples of your own key skills that relate to the position that you are applying for presented in bullet point, include professional qualifications if they relate to the job role.

KEY ACHIEVEMENTS

- This section should include a list of up to 4 of your most prized achievements that relate to the job you are applying for, use the STAR method and present in bullet point format.
- Employers want to know that you have solved problems similar to theirs and that you achieved the results for which they are looking.
- Example: Rationalised resourcing costs by £xxx and maintained customer satisfaction scores of 99%.

CAREER HISTORY

Title Held, Name of Company

Dates of employment

Starting with you current or most recent position

Write a brief description of your main responsibilities followed by approx. 5 bullet points of the key duties

Include all work history so that you cover at least the last 10 years or further if the position relates to the perspective position.

Include Achievements: Provide examples of your own specific work based achievements this can include saving/making money, saving time, making improvements, team work or adaptability

PROFESSIONAL MEMBERSHIPS

Insert details of memberships

Example: Member of the Institute of Chartered Surveyors since 2010

EDUCATION & PROFESSIONAL DEVELOPMENT

University name, dates (if applicable)
List any qualifications gained

College name dates (if applicable)
List any qualifications gained

School name: dates (if applicable)
List any qualifications gained

Include details of the qualifications and training you do have. If you are concerned about your lack of qualifications don't worry, many highly regarded business professionals do not have academic qualifications. Employers generally value experience over education.

ACTIVITIES & INTERESTS

Include brief details of your interests however avoid phrases including 'socialising', 'partying' etc.

REFERENCES AVAILABLE UPON REQUEST