

Your Name

email@address.co.uk

07712 345678

11 your street, your town, your post code

PERSONAL STATEMENT

Your personal statement is perhaps the single most important part of your CV. Get it wrong and your chances of being invited to interview are drastically reduced.

Its aim is to highlight your professional attributes and goals, summarising why someone should consider your application.

EMPLOYMENT

Job Title

Company Name -

Location

Dates of Employment

You should give your reader a brief introduction to what the company does and explain a bit about the responsibilities your role covered.

Key Achievements:

- Provide a list of the key achievements you have made in your job
- Try to show evidence such as percentage increases or financial figures
- Provide enough information to entice your potential employers to call you
- Always keep examples relevant to the role you are applying for

Job Title

Company Name -

Location

Dates of Employment

For older jobs you should keep the details slightly shorter, only offering information that will help you reach the next stage in your career.

Key Achievements:

- Try to avoid cliché phrases that don't differentiate you as a candidate
- Always tailor your CV for each job application to match the requirements
- If something isn't relevant, don't be scared to leave it out

Job Title

Company Name -

Location

Dates of Employment

Key Achievements:

- Avoid abbreviations that may not be known to your potential employers
- Always remember to get your CV checked by at least two people

KEY SKILLS

Technical Skills

- Show that you have the relevant knowledge required to succeed in the role
- Include computer software you have used, relevant training courses and any accreditations you have achieved

Personal Skills

- Include some of your main attributes that are vital to the role
- Flexibility, problem solving abilities, good communication and creativity are qualities that all employers look out for,
- If you are changing career these transferable skills will add weight to your application

EDUCATION

Professional Body

Location

Course Title, Grade

If you have gained any qualifications specific to your industry be sure to list these first. Employers can then clearly see that you have the knowledge and ability to take on the role.

University Name

Location

Course Title, Grade

Explain how your course helped you develop your knowledge in the areas that are relevant to the position you're applying for. If you have switched direction from the topic you studied, you may want to briefly explain the reasons behind this decision.

College Name

Location

Course Title, Grade

Course Title, Grade

Course Title, Grade

Course Title, Grade

School Name

Location

Grades

List a small selection of the courses you took that are relevant to your career path.

PERSONAL INTERESTS

Outside interests enable a potential employer to gain an understanding to what motivates you, what personal skills you may have and how you will integrate into the team.

Look at how job advertisements stipulate certain personality traits required for positions. Identify what they are and show how your hobbies can relate to their requirements.

REFERENCES

References are available on request.