

Example CV

Name

House name/number, Street name, Town, County, Postcode
Home/ mobile/ work (if not confidential)
email@address.com

Write a personal statement selling yourself as a 'package' – achievements, experiences, competencies, personality traits and ambitions. Don't use corny clichés. 4-8 lines maximum.

Education & Qualification:

Qualifications: Professional Qualifications obtained (most recent first)

University of XXXX: Dates attended
Course taken
Degree grade obtained

Name of School: Dates attended (optional)
A-Levels: Subject 1, subject 2, subject 3
Grades: X, X, X,

GCSE/ O'Levels: 10 subjects. Grades: 5X's, 4Y's, 1Z.

Additional Skills:

Languages: Language – level, e.g. French – fluent

Systems Experience: SAP, Oracle, Hyperion, Sage Line 50, Access database etc.

Employment History: *(most recent job first)*

Name of Employer:

Job Title:

Month and Year – to Date

Nature of Business:

1-2 lines in italics describing your division of the company, its size, turnover and your reporting lines.

Duties and Responsibilities:

- List your duties and responsibilities.
- Keep them brief and snappy
- Do not write your duties in paragraph form
- Tailor the order when applying to different jobs

Achievements:

- Major achievements
- Any projects you have been involved with
- This is where you can show off what you've done (still no paragraphs)

Repeat the same format for each job in your employment history.

If you have had multiple jobs in one company, have the dates of employment as the first date of employment to the finish date and a description of the parent company. You will then outline each job with specific job title and dates as per the usual format of employment history.

Interests: List your interests but don't try to look more intellectual than you need to – you may get caught out. If you play a sport, elaborate with the name of the team you play in and how long you have played there.

References:

Available on request