Guildford, Surrey johnsmith@hotmail.co.uk 07777 777777

John Smith

PROFILE

Your profile should summarise you.   
A short overview of your background and what you are looking for in your next role is helpful.   
Do also include your goals, achievements and motivations.  
Keep it to a short paragraph however – 4 lines is long enough!

KEY SKILLS

A list of skills helps

potential employers

and recruiters to

quickly identify how

your skills meet the

requirements of the job

without having to

scan through each

of the job roles you

have had.

Feel free to include soft

skills and put those most

relevant to the job opportunity

at the start of the list

when you submit your CV.

EMPLOYMENT HISTORY

**Company Name Job Title Start Date – Present**

*Company description: don’t assume a potential employer will know the company! Include a brief overview. If it is a small company include industry, product and turnover details. If a larger company who is a household name include the area of business you specialised in and country if applicable.*

* Put your most recent job first and work backwards in time.
* Give a brief overview of your role
* Put your role in context, size of team, scope of responsibilities, product lines etc.
* NB – It’s a matter of choice, but if you are now in a position of some seniority, you do not need to go into so much detail for positions that you may have held in the earlier part of your career.

*Key achievements**include: your top successes, improvements and the tangible benefits. Don’t forget to include your numbers! Use percentage points if you can’t provide actuals.*

**Company Name**  **Start – End Date**

*Company description: if a small company include industry, product and turnover details. If a larger company include the area of business you specialised in.*

**Job Title**  **Start – End Date**

* If you have had multiple roles at a company, list each of them.
* Include a short separate description to show your progression and continuity.

*Key achievements include: your top successes, improvements and the tangible benefits. Don’t forget to include your numbers! Use percentage points if you can’t provide actuals.*

**Job Title**  **Start – End Date**

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*Key achievements include: your top successes, improvements and the tangible benefits. Don’t forget to include your numbers! Use percentage points if you can’t provide actuals.*

EDUCATION

* Professional Qualifications Qualification Details Start Year – End Year
* University Details Degree Qualification Details Start Year – End Year
* College, Town Qualification Details e.g. 3 A-Levels: A – B Start Year – End Year
* Senior School, Town Qualification Details e.g. 10 GCSEs: A\* - C Start Year – End Year

PROGRAMMES

* Include details of any systems you use, for ex:
* Automation Platforms e.g. Hubspot, Marketo
* Email systems e.g, DotMailer / MailChimp
* CRM’s e.g. Salesforce,
* CMS e.g. Wordpress, Magento, Drupal
* Graphics Packages e.g. Photoshop, Indesign

ADDITIONAL INFORMATION

Use this space to add information about any professional or business bodies to which you might belong. Similarly, give any information about any relevant “extra-curricular” work, which is important to you and relevant to a future employer. Keep details of your interests brief –at best it may just be a case of you having something in common with an interviewer that will help to strike up some rapport.

REFEREES

If you are happy to supply these, please do so. If not, just put “References available upon request”.