

CV

NAME: ENTER YOUR NAME HERE

Contact Number: Enter your telephone number(s) here

Email Address: Enter your email address here

PERSONAL STATEMENT:

In this section you should write one to two paragraphs, outlining your career to date, your skills and experience and what you could offer a new employer.

You may want to use verbs but avoid clichés!

KEY SKILLS:

- This section is about bringing all your relevant experience for this new role / company, to the forefront – it should make the reader want to continue to read because they see relevance in your experience
- If there is a job that you are applying for, what experience are they looking for, that you can do? Break this down by priority and surmise your level of experience in these core and transferrable areas. Use one bullet point for each
- Have you gained experience in the same industry that would make you stand out from the crowd?
- Do you have any relevant qualifications or IT skills that you can mention here (rather than, perhaps on page 2?)
- Limit this section to five to six key points, and only add them if they will show why you should be considered for this position / company

EMPLOYMENT HISTORY:

August 2018 – April 2020 (Use full date to show the month and year, or if you are still employed, then simply enter - Current)

Company Number 1 - Name

Position / Job Title (If this position was a Fixed Term Contract or Temporary, you can mention it here)

- Use bullet points in this section – it makes the text easier to read and your experience stand out better
- Rather than copy and paste your job description (which the reviewer might not understand), explain what your day to day duties were and what you were responsible for
- Avoid using jargon or acronyms which the reviewer may not understand
- Did you use any IT packages that would be sought after for this role or within your industry?

ACHIEVEMENTS:

- During my time with company number 1, I saved the business in excess of £200,000 by reviewing and streamlining their manufacturing process

Reason for leaving: Enter your reason for leaving the position here i.e. End of contract or Group redundancies

May 2018 – July 2018

Explain any gaps in employment that you have on your CV. For example, during this time, I was travelling. Or, during this time, I was actively seeking employment.

July 2015 – April 2018 (Use full date to show the month and year)**Company Number 2 - Name**

During my employment with this company, I held different positions as shown below:

January 2018 – April 2018 (Use full date to show the month and year)**Position / Job Title (Most recent role)**

- Use bullet points in this section – it makes the text easier to read and your experience stand out better
- Rather than copy and paste your job description (which the reviewer might not understand), explain what your day to day duties were and what you were responsible for
- Avoid using jargon or acronyms which the reviewer may not understand
- Did you use any IT packages that would be sought after for this role or within your industry?
- Rather than copy and paste your job description (which the reviewer might not understand), explain

September 2017 – January 2018 (Use full date to show the month and year)**Position / Job Title (Prior role)**

- Use bullet points in this section – it makes the text easier to read and your experience stand out better
- Rather than copy and paste your job description (which the reviewer might not understand), explain what your day to day duties were and what you were responsible for
- Avoid using jargon or acronyms which the reviewer may not understand
- Did you use any IT packages that would be sought after for this role or within your industry?
- Rather than copy and paste your job description (which the reviewer might not understand), explain

July 2015 – August 2017 (Use full date to show the month and year)**Position / Job Title (First role)**

- Use bullet points in this section – it makes the text easier to read and your experience stand out better
- Rather than copy and paste your job description (which the reviewer might not understand), explain what your day to day duties were and what you were responsible for
- Avoid using jargon or acronyms which the reviewer may not understand
- Did you use any IT packages that would be sought after for this role or within your industry?
- Rather than copy and paste your job description (which the reviewer might not understand), explain

Reason for leaving: Enter your reason for leaving the position here i.e. End of contract or Group redundancies.

EDUCATION:

Enter details of Institution 1 here (start with the most recent first):

Include the dates you attended (from and until):

Include what qualification(s) you undertook and the grad(s) that you received:

Details: (If relevant)

Enter details of Institution 2 here:

Include the dates you attended (from and until):

Include what qualification(s) you undertook and the grad(s) that you received:

Details: (If relevant)

REFERENCES:

Are available upon request