

YOUR NAME

Tel: 01530 833825

SUMMARY

- Describe your...
- Relevant experience...
- Key Achievements...
- Use tangible examples
- Outline the benefits you will bring

SKILLS & ABILITIES

- Outline your technical skills
- List your core competencies
- Relevant talent for the role

EXPERIENCE

Date from & to	Job Title	Company Name
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List in chronological order - most recent first

- Describe the business and your role
- List your main achievements
- The benefits you delivered

Date from & to	Job Title	Company Name
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- Write the most about the most relevant roles you have held
- Explain why you have moved between roles
- Be honest and accurate with dates, reasons and roles

Date from & to	Job Title	Company Name
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- The further back you go the less detail you need to write

EDUCATION

Date from & to	Degree & Grade	University
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- Subjects studied
- Projects undertaken
- Papers written
- Positions held

Date from & to	Qualification	College
<ul style="list-style-type: none"> • Subjects studied • Projects undertaken 		
Additional Qualifications:		
<ul style="list-style-type: none"> • List your vocational certificates • Courses attended • IT certificates held 		

RELEVANT PROJECTS

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- Describe something of key relevance to the role you are applying for such as a case study to demonstrate you are the person they should recruit.
 - Try and keep your CV relevant to the role you are applying for and on two pages.
 - Remember to write a covering email outlining the role you are applying for and why you are suited for the position. Your covering email is to make the employer want to read your CV and your CV is to secure you an interview, which will hopefully lead to you being offered the job.
 - Many applications are immediately rejected due to a lack of a covering email and many are rejected for simple spelling errors. Get a friend to proof read your CV before you send it or you can ask us to look at it for you.
 - Good luck!