

NAME
ADDRESS
(Don't forget to include a different address if you are soon moving)
TELEPHONE
MOBILE TELEPHONE NUMBER
EMAIL ADDRESS

PERSONAL PROFILE / Careers Objective

A short personal overview of what you have done and where you see yourself going.... This is optional but it can be useful to include if you are looking for Work Experience related to your Careers Objective

WORK EXPERIENCE (most recent first)

Dates: Job Title, Name & Location of Employer
Description of duties, responsibilities emphasis on skills development and quantify any achievements at work if you are able to i.e. sales development – increased turnover by 20%

Dates: Job Title, Name & location of Employer
Include all work experience, including voluntary work or unpaid Work experience to provide an overview of your skills and the Sectors you have experience of.

Dates: Job Title, Name & Location of Employer
Don't Feel compelled to include everything you have ever done Your CV should be tailored to the position you are applying for so Leave out jobs if you feel they aren't relevant to the application

EDUCATION (most recent first)

Dates Higher Education – Name of Institution, Location
Include brief details of course, projects and any special interests If you haven't completed include expected completion date and anticipated grade.

Dates Secondary Education – Name of Institution, Location
List A Levels with grades and provide a listing of GCSEs & GNVQs

ACHIEVEMENTS

Mention anything that will enhance your application, sell your skills and demonstrate how you match the person specification. Include details of your driving licence if you have one and details of any language skills you have, stating your competence written/spoken not forgetting any first aid qualifications and specific computer IT proficiency including packages you have had experience or training in using again state your competency level.

SKILLS PROFILE

If you don't feel that you have demonstrated that you have all the skills and experience that the person specification is asking for include a skills profile providing specific examples of where and how you developed these skills e.g.

Leadership as the English Assistant at Mount Carmel School I led classes of up to 30 pupils and instructed in their studies, using my leadership skills and position of authority if difficult situations occurred in class.

INTERESTS

This section can provide a valuable insight to your personality and character. Avoid one word descriptions and demonstrate additional skills or responsibilities if you can e.g. I enjoy playing Rugby and was Captain of my School team, I now play for the University.

REFEREES

Name
Address
Telephone
E-mail
Your relationship with the referee

Referees – include the details of 2 referees. Ideally both work related however one can be academic. Personal friends are less appropriate and you should avoid them if you can. Relatives should never be used. Ask permission of your referees first, give them a copy of your CV and tell them about the type of work or job for which you are applying. If you are developing an on-spec CV it is acceptable to leave out referees but state that References are available on request.