

Example CV Template

Your Name

Contact email address

Contact Telephone No.

Contact Postal Address details

PERSONAL STATEMENT

The aim of your personal statement is to highlight your professional attributes and goals, summarising why someone should consider your application

EMPLOYMENT

Job Title - Company Name - Location

Dates of Employment (include months and years)

For your most recent job you should give your reader a brief introduction to what the company does and explain a bit about the responsibilities your role covered.

Responsibilities

- Provide a list of the key responsibilities you have.

Achievements

- Provide a list of the key achievements you have made in your role
- Make sure you are able to quantify any achievements using facts and figures.

Job Title - Company Name - Location

Dates of Employment

For older jobs you should keep the details slightly shorter, only offering information that will help you reach the next stage in your career.

Responsibilities & Achievements:

For older jobs you can group your job responsibilities and achievements together.

EDUCATION

List your University Name, Location

Course Title - ?

Grade - ?

(If you have recently graduated list your education first and then your employment history. It is also useful to include further details around your course including Final Year Subjects, Dissertation title + brief explanation and any specific skills (e.g Laboratory techniques / I.T Packages used / Presentations etc).

College Name, Location - **Course Titles, Grades**

School Name, Location **Grades**

KEY SKILLS

Technical Skills

- If you are applying for a job opportunity that requires specific technical skills make sure these are listed .
- Bullet points are ideal for allowing you to be concise in your skills summary and at the same time will enable the reader to quickly see why you could be suitable the opportunity you are applying for.

Personal Skills

- Here you should include examples of personal skills and attributes that you can bring to a job opportunity
- Where possible you quantify your personal skills with evidence based examples

CERTIFICATES & MEMBERSHIPS

- Include any relevant professional qualifications here
- Make sure you most impressive accreditations are highest
- Add any professional associations of which you are a member

PERSONAL INTERESTS

Outside interests enable a potential employer to gain an understanding to what motivates you, what personal skills you may have and how you will integrate into the team.

All too often candidates will not include an Interests section on their CV; however employers want to know that you are a rounded individual and may ask you about your leisure pursuits in the interview. So, if you've got interests and hobbies make sure these are included. Bullet points can again be used for an easy to read format.

REFERENCES

References are available on request.