



like your cv, loving your chances.

Curriculum Vitae Example

Full name

Home Address

Contact details – home phone number &/or mobile number (only provide details used)

Personal email address (make this suitably professional and check it regularly for responses)

Personal Statement

Your personal statement should ideally be no more than 100 words and will describe why an employer should want to employ you. Be careful to avoid clichés and tell the recruiter something unique. Tailor this depending upon the role and company that you are applying to, to showcase your experience, qualifications and why you are ideal for this role. Be truthful at all times.

Key skills and achievements

Focus on the skills and experience that supports your personal statement. List up to five topics and then use supporting examples i.e. explain what you did, how you did it and what was achieved.

People management / interaction

Provide details of how you have worked in teams or leading others; how you have interacted with clients and colleagues. This can also be related to Junior Achievement, Duke of Edinburgh, sporting teams, clubs and associations.

Career summary

List your employment history in reverse order, starting with your most recent job first. This may include holiday work or part time positions if you are applying for your first role.

| | | |
|-----------------|-------------------|--------------|
| Your job title | Dates from and to | Company name |
| Job title two | Dates from and to | Company name |
| Job title three | Dates from and to | Company name |

Systems used

Depending on the job you're going for, you may want to separate out any relevant software you can use or IT experience you have. e.g.

Microsoft Office (Intermediate)

Accounting package - Sage (Basic)

Training and qualifications

List any relevant courses and qualifications with the level or grade if appropriate, again with most recent first.

| | | | |
|-----------------------|-------------------|-----------------------|-------|
| Course/ qualification | Dates from and to | Education institution | Grade |
|-----------------------|-------------------|-----------------------|-------|

Awards and memberships of professional bodies

List all relevant awards and memberships

Interests

Include hobbies and interests which show you as a well rounded individual

Referees

Either provide two referees, usually people you used to work for, or state 'Available on request'. Ensure you gain the permission of the people you are using for this purpose.

