

KNOCKOUT CV TIPS

Full name

Home Address (keep to one line)

Contact details mobile and landline number (only provide details used)

Personal email address (make this suitably **professional** and **monitor** regularly for replies)

Personal Statement

This section is a chance to summarise your **background** and **qualities** to showcase your **experience**, **qualifications** and **enthusiasm** for the role/ employer, together with your **commitment** to your career.

Key Skills and achievement

Focus on your **skills** and **experience** to add to your personal statement, use supporting examples - explain **what you did**, **how you did it** and **what was achieved**. Provide details of how you have worked in teams or with/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, voluntary and fundraising roles.

Employment History

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	Company name	Dates from and to
Cashier	ABC Shop	Jun 2017 – Aug 2017

Always **add context**, describe **duties** and **personal responsibilities** eg. 'serving customers, replenishing stock, balancing the till' don't add just a generic description such as 'shop work'.

For each role

- Bullet point any responsibilities within your work, ensure it's clear and easy to read, summarise the relevant qualities and experience you have gained – describe actual duties undertaken, not generic headings
- Find a style that represents the depth and breadth of your role, include specific achievements relevant to the role you are applying for
- Remember who will be reading your CV - and what they would want to know

Systems used

Detail any relevant software you can use or IT experience you have, including your **level of expertise**. Remember you may be tested on these during an interview process.

Training and qualifications

List any relevant **courses** and **qualifications** with the level or grade if appropriate, again with most recent first. **Ensure these are accurate**.

Awards and memberships of professional bodies

List relevant **awards** and **memberships** which add value to your CV and the role applied for.

Interests

Outline hobbies and interests; provide **links** to any websites, blogs or portfolios if appropriate and of value to your application.

Referees

Provide two referees, usually people you used to work for, or state 'Available on request'. Make sure you **gain the permission** of the people you are using for this purpose.