

CV TEMPLATE

ADDRESS AND CONTACT DETAILS

This section should include your *current* address and contact details including your mobile number and email. You may also include your date of birth and any additional information you think relevant such as if you have a full, clean UK driving licence.

PROFILE

The gateway to your CV. Your profile should be a personal statement, usually a paragraph, 4-6 lines in length, summarising your experience, qualifications and key skills to date. You may also extend this section to make reference to individual strengths or achievements but it is important to deal with specifics and to avoid over-elaboration.

A well-written profile can engage the reader and encourage them to read on, a badly written or constructed one will have the opposite effect.

EMPLOYMENT HISTORY

A record of your employment in reverse chronological order with your current position first. Devote most space to your current and most recent positions. Be sure to include the month / year you commenced and concluded employment, the full company name, location and job title in full including the dates and details of any promotions. You must include the specifics of each role – be concise but don't sell yourself short. It can be prudent to use bullet points here to highlight specific detail.

EDUCATION

As with your employment history, devote most space to your most recent academic achievements. Include all dates, names of institutions and qualifications obtained.

PROFESSIONAL QUALIFICATIONS

Any vocational qualifications you have attained whilst in employment or in your spare time.

PROFESSIONAL MEMBERSHIPS

Any specific professional organisations of which you are a *current* member.

ADDITIONAL QUALIFICATIONS

Additional but relevant qualifications. These can often be more general in nature such as IT training, First Aid or a Health and Safety Awareness course.

LEISURE INTERESTS

An important section to flesh out who you are *outside* of work. Employers want to take on interesting and active people so do not neglect this section. Include pastimes and activities you *currently* participate in and be sure to update this section regularly. Try and strike a balance but be truthful.

REFERENCES

Details of one current and one past references or this can simply to be left 'as details on request'.

NOTE: Two pages in length should be your aim but quality not quantity presides so do not worry if your CV is shorter / longer so long as the information is complete and relevant. Spelling, grammar and sentence construction is very important. Let at least one other person proof-read your CV and listen to their observations / criticisms. Also, be sure to do a *final* spell-check.