

Your Name - Curriculum Vitae/CV

Personal Details

- Name
- Address
- Phone numbers
- Email
- References are available on request.

If you prefer, show your contact details at the bottom of the CV. To make more space reduce font size in CV to 9 or 10pt. Continue on a second page if really necessary. One page is best, especially if you are young and have less information to include. Add date/ref and page number if more than one page, bottom right of CV, or if space is very tight, in a vertical text box as shown below in this example.

Personal Profile/Personal Attributes

- Create 5-7 descriptive bullet-point phrases that describe your strengths and attributes.
- These statements should also reflect the personal qualities that the employer seeks.
- Keep the statements simple and clear; one line for each statement.
- Use a consistent format and readable typeface; use professional, concise, intelligent language.
- Use good, appropriate punctuation; semi-colons are effective for joining word-strings.
- Ensure you can provide an example (at interview) for every statement you make on your CV.

Experience/Specialisms/Strengths

Personal Profile is you as a person. Experience/Specialisms/ Strengths are your capabilities. Make all points very relevant to the job/employer needs.

- Create 5-7 professional statements which explain your experience/specialisms/strengths.
- Think about what the employer is seeking and try to match these requirements.
- Your statements here should be examples/evidence of how you fit the needs of the job.
- Statements can describe experience, skills, strengths, knowledge, style, attitude, etc.

Achievements

These points build evidence and credibility. Relate them to the job requirements. They need not all be work-based. They can be from other activities, but must show you can 'make a difference', relevantly.

- Create 3-7 professional statements which describe your achievements.
- Show achievements that best illustrate your capabilities relevant to the needs of the new job.
- Show achievements which demonstrate that you could 'make a difference' relevantly in the job.
- Achievements need not be work-related, especially for young people with little work history.
- Importantly, give scale, facts, figures to your achievements - be concise and specific.

Career History

- mth/year-mth/year - job title/function/responsibilities - employer/city - industry/sector
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Education and qualifications

- school, college, dates, etc
- qualifications

Briefly list your past jobs, employers, industry, and mth/yr (from-to). Most recent first. Layout in neat columns ideally. Briefly state responsibilities if not self-explanatory from the job titles. Insert education, hobbies, interests, personal and contact information. Make details neat, concise and relevant to the job opportunity.

Hobbies / Interests

- Show hobbies/interests indicating personal qualities that are relevant to the job requirements.