

### **Personal Details**

Name  
Address  
Contact numbers (home/mobile)  
Email  
DOB, Marital Status, Driving License etc (optional)

### **Personal Profile**

Here you should write a few lines about yourself to sell your personality, skills  
And aspirations. Choose words that best describe you.

### **Career Experience**

#### **Current job title, Company**

**Month, Year**

Write a short description of the company.

Key Responsibilities (list your key responsibilities but don't state the obvious)

- Eg; budgetary responsibility, No of staff you manage, your remit etc

Key Achievements (list your key achievements and use words that demonstrate ownership,  
for example)

- Implemented.....
- Project Managed.....
- Delivered.....
- Formulated.....
- Created.....

#### **Previous job title, Company**

**Month, Year**

Short description of the company.

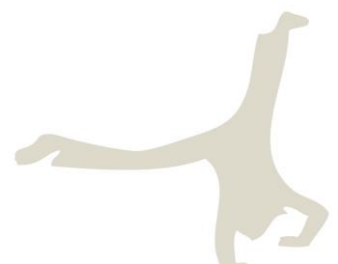
Key Responsibilities

- Eg; budgetary responsibility, No of staff you manage, your remit etc

Key Achievements (for example)

- Implemented.....
- Project Managed.....
- Delivered.....
- Formulated.....
- Created.....

*And so on.....*



## **Education and Qualifications**

**University/ College**

**Month, Year**

Course

**School**

**Month, Year**

Summarise qualifications

**Other Relevant Qualifications / Training etc**

**Month Year**

## **Hobbies and Interests**

## **Referees**

List names and contact details of two professional referees

## **Tips**

*The above is a guideline and your CV layout should always reflect your personal style, however keeping it in this chronological order is ideal.*

*Avoid using text boxes and lots of formatting because, if you need to send it as a word document, the format will likely all change depending on who is receiving it.*

*Choose a font that is professional and not too gimmicky. Fonts like Century Gothic, Arial, Times New Roman, Tahoma or Calibri are often used.*

*Do use the **CV Preparation Guide** alongside this template.*

