



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 Year

Month,

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.*

