

## CV template

This template outlines some ideas for putting your CV together. We can help you tweak it once it's done.

Your full name  
Your home address  
Your home phone number  
Your mobile phone number  
Your personal email address

### **Personal Statement**

Your personal statement should be no more than 5 sentences and describe how you can help an employer to prosper. Be careful to avoid clichés and do try to tell the recruiter something unique.

When the employer has finished reading your profile he should know your areas of technical/commercial knowledge, years' experience and what it is you enjoy doing.

### **Key skills and achievements**

Focus on the skills and experience that supports your personal statement. List up to five examples; explain what you did, how you did it and what was achieved.

### **Career summary**

List your employment history in reverse order, starting with your most recent job first.

Dates from and to  
Company name  
Job title

Tell a couple of stories – projects you are proud of that demonstrate your key competencies. Be specific, outline exactly what you did, what the outcomes were and detail the numbers involved.

### **Training and Qualifications**

List any relevant courses and qualifications with the level or grade if appropriate.

Course/qualification

Dates from and to  
Education institution  
Grades achieved

### **Awards and membership of professional bodies**

List all relevant awards and memberships including years' of achievement.

### **Interests**

Show them you are a well-rounded individual and demonstrate your dedication in areas outside of work

### **Referees**

Either provide two referees (usually people you used to work for) or state 'Available on request'.