**YOUR NAME**

**Location**

**Telephone numbers including mobile contact details & Email address**

Please use Arial or similar business font and the size should be 10.5 or 11.

**PROFILE**

This is your opportunity to present your unique skill set and the value you bring to a potential new employer. You need to ensure that you present a compelling, hard-hitting summary paragraph. This is the most important part of your CV. It gets read the most, it sets the tone for the rest of the document, and it can often be the difference between the rest of your CV being read or not read. This section should include a very brief career overview including details of the sectors you have worked in and it should also include some of the skills you have used in your career to date.

**KEY ACHIEVEMENTS**

* This section should include a list of 2-4 achievements and should be presented in bullet point format. Tailoring this section to show your own achievements that are relevant to the job that you are applying to, will improve your chances of gaining an interview
* You should include details of asituation you were involved in that resulted in a positive outcome for your employer. You should describe the tasks involved in that situation, talk about the various actions taken and the results relating to the actions taken
* Employers want to know that you have solved problems similar to theirs and that you achieved the kinds of results which they are hoping for. It is beneficial to tailor this section to the job that you are applying to
* Example: Rationalised resourcing costs by £xxx and maintained customer satisfaction scores of 99%

**KEY SKILLS**

Any key technical or other skills that you would like to make the employer aware of e.g. skills in certain software, languages, methodologies etc…. Again, it can benefit you to tailor this section to show that you have the skills required for the job that you are applying to.

**EMPLOYMENT EXPERIENCE**

Start with your most recent employment first and work backwards. Your job descriptions should start out strong and sustain interest by emphasising key skills. Job descriptions should start with active verbs and written so that the first sentence conveys keywords that are relevant to prospective employers.

**Name of Company Dates of employment (From - To)**

**Position Held**

*Describe the business in one sentence in order to provide some perspective for your role.*

* Insert details of your key duties, responsibilities. Remember to use active verbs including designed, developed, lead, performed etc.. Around 5-7 bullet points is usually ideal
* Insert further details of your key duties and responsibilities. Remember to use active verbs designed, developed, lead, performed etc..
* Remember to also include your main achievements

Reason for Leaving :

**Name of Company Dates of employment (From - To)**

**Position Held**

*Describe the business in one sentence in order to provide some perspective for your role.*

* Insert details of your key duties, responsibilities. Remember to use active verbs including designed, developed, lead, performed etc..
* Insert further details of your key duties and responsibilities. Remember to use active verbs designed, developed, lead, performed etc..
* Remember to also include your main achievements

Reason for Leaving :

**Name of Company Dates of employment (From - To)**

**Position Held**

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* Insert further details of your key duties and responsibilities. Remember to use active verbs designed, developed, lead, performed etc..
* Remember to also include your main achievements

Reason for Leaving :

**EDUCATION & TRAINING**

University Name, dates (if applicable)

List any qualifications gained

College Name dates (if applicable)

List any qualifications gained

School Name: dates (if applicable)

List qualifications gained (do not include GCSE results if you have a Degree qualification)

Employers will always review the education section. Include details of the qualifications and training you do have. If you are concerned about a lack of qualifications don't worry, many highly regarded business professionals do not have academic qualifications. Employers generally value experience over education.

**PROFESSIONAL MEMBERSHIPS**

Insert details of memberships

(Example: Member of the Institute of Chartered Surveyors since 2010)

**INTERESTS**

Include brief details of interests if you have the space on your document however avoid phrases including 'socialising', 'partying' etc..

References available on request