

This template is a general guide to help you compile your CV:

Name Surname

Address

Contact number

Contact email

Brief personal statement: A few lines to summarise your experience to date and what you can offer the employer. Try to make this very concise and unique to your specific skill set

Career history

Starting with your most recent employer, list your past jobs in chronological order in the following layout:

Job title at Company name

Date from and to

- Key responsibilities
- Key responsibilities
- Key responsibilities

Skills and achievements

Keep it brief, but list a few short bullet points describing the key achievements and skills you're most proud of (and are most relevant) from your career so far.

- Achievement 1
- Core skill
- Achievement 2
- Core skill

Education and training

Starting with your most recent qualification, list your education in chronological order in the following layout:

Date from and to, institution

- Subject, grade achieved
- Other related awards/achievements

Interests and activities

Reveal a little of your personality and show that you're a well-rounded individual by writing a short description of your interests outside of work.

References

Available on request