Name

Address

Mobile

Email

Profile

A 20 – 30 word statement including: two ‘Power’ words, (positive adjectives) a job title, a broad brush statement about your experience including what business area you’ve worked in (retail, catering, construction etc) as well as what sector (public, private, voluntary) and how long for. Next comes 2 or 3 specific skills relevant to the job you’re applying for and a mini mission statement about you, your motivation for this role and 3 or 4 personal qualities.

Previous Employment – start with your current job and work backwards, make sure you explain any gaps in employment by writing about the positive things you have been doing – ie looking after children or elderly parents, updating your skills, working abroad or taking a career break to travel. Use the following format:

Job Title Dates from and to

Name of Company

Duties included: list the main responsibilities you held positively emphasising any particular responsibilities, achievements (especially if these resulted in increased turnover) or initiatives inspired by you.

Education and Training - list all the qualifications and training courses you have taken in reverse chronological order. Include any in-house training relevant to the job you want. Use the following format.

Name of qualification or training course Dates from and to

Name of institution or company

A brief description of what you studied.

Leisure Interests – write one or two sentences about these using some more detail than just listing reading, watching TV and swimming. If they involve teamwork or taking responsibility for others so much the better.

References – One line saying – **Excellent References Available on Request** is enough. Don’t put people’s personal details on your CV so they won’t be contacted unnecessarily.