Name

Address

email@address.com - 07712 345678

99 Example Street, Example Town, EX4 3PL

Personal statement

Highlight your key attributes or reasons for deciding to work in a particular field and prove why you’re suitable for the job in a one short and succinct paragraph.

This should explain who you are, what you’re offering, and articulate your career aims.

A well written statement must focus on the sector you're applying and can be between 50 and 200 words.

Key Skills

* In this section list the things you accomplished and the skills you have developed through your experiences (in bullet form).
* Here, it is also possible to list any of your published work, presentations etc.
* List all of your relevant skills and achievements (with examples), and make it clear how you would apply these to the new role.

Employment History

Job Title, Company Name, Location

*Dates of Employment* (date format should be Month YYYY e.g. November 2013 – Present)

Achievements and Responsibilities:

* Provide key achievements within a role and try to highlight the skills used to obtain your goal
* Try to avoid soft terms like “high energy” and aim for skills used within the role – such as “**programming using C++”**
* Provide enough information to entice your potential employers to call you
* Always keep examples relevant to the role you are applying for
* [Find out more about how to identify your achievements](http://career-advice.monster.co.uk/CVs-Applications/CV-Advice/how-should-i-list-my-previous-jobs-on-my-cv/article.aspx).

Job Title, Company Name, Location

Dates of Employment (date format should be Month YYYY e.g. November 2013 – August 2013)

For older jobs you should keep the details slightly shorter, remembering to include your dates of employment and key skills obtained/applied to achieve your goals.

Achievements and Responsibilities:

* Try to avoid cliché phrases that don’t differentiate you as a candidate
* Always tailor your CV for each job application to match the requirements
* Try not to waffle if you feel like you don’t have much to write in this area. Succinct to the point CVs will be preferred as they are quick to read and won’t be generic

Education

University Name

(2011 – 2014)

BSc. (Honours) Business Management

Key Skills gained:

* Sell yourself with a few bullet points on what were some of your knowledge gained and achievements during your time at university
* It would be a good idea to mention any skills were learnt that relate to the job you’re applying further align yourself with their criteria
* GPA or Degree Class (if applicable)

Notable Modules – list some important modules (preferably job related) completed

College/School Name

(2009 – 2011)

A-levels**:**

* Economics – A
* Business Studies – A
* Management – B

Hobbies & Interests

* List your hobbies and interests in bullets.
* If you lack experience for a role that you are deeply passionate about, you may want to mention how you use your spare time to pursue this passion.
* Be it in reading around the subject matter or expanding your technical skills.

References

References are available upon request.