

Your Name

email@address.co.uk

07712 345678

99 Example Street, Example Town, EX4 3PL

[Find out more about which personal details you should include.](#)

PERSONAL STATEMENT

Your personal statement is perhaps the single most important part of your CV. Get it wrong and your chances of being invited to interview are drastically reduced.

Its aim is to highlight your professional attributes and goals, summarising why someone should consider your application. [Find out how to write the perfect personal statement.](#)

PERSONAL SKILLS

- Include some of your main attributes that are vital to the role
- Flexibility, problem solving abilities, good communication and creativity are qualities that all employers look out for
- If you are changing career these [transferable skills](#) will add weight to your application

CAREER & EDUCATION HISTORY

[Find out more about the employment history section of your CV.](#)

DATE RANGE

Job Title - Company Name - www.monster.co.uk - Location

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(This template allow you to include more than one job under one date range)

Key Achievements:

- Provide a list of the key achievements you have made in your job
- Try to show evidence such as percentage increases or financial figures
- [Find out more about how to identify your achievements](#)

Key Skills Gained:

- Show that you have the relevant knowledge required to succeed
- Include computer software you have used during this period

Professional Qualifications:

- Professional Body – Location – **Course Title – Grade**
- Add any professional associations of which you are a member

Education:

- University Name – Location – **Course Title – Grade**
- Explain how your course helped you develop your knowledge in the areas that are relevant to the position you're applying for.
- If you have switched direction from the topic you studied, you may want to briefly explain the reasons behind this decision.
- [Find out more about the education section on your CV.](#)

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Key Achievements:

- Try to [avoid cliché phrases](#) that don't differentiate you
- Always [tailor your CV](#) for each job application

Key Skills Gained:

- Avoid abbreviations that may not be known to your potential employers
- Always remember to get your CV checked by at least two people
- [Find out more about the skills section on your CV](#)

Education:

- College Name – Location
Course Title – Grade
Course Title – Grade

DATE RANGE

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Key Achievements:

- Consider contacting your old manager if you can't remember what you accomplished in the role

Key Skills:

- If something isn't relevant, don't be scared to leave it out

Education:

- School Name – Location – **Grades**
- List a small selection of the courses you took that are relevant to your career path

PERSONAL INTERESTS

Outside interests enable a potential employer to gain an understanding to what motivates you, what personal skills you may have and how you will integrate into the team.

Look at how job advertisements stipulate certain personality traits required for positions. Identify what they are and show how your hobbies can relate to their requirements.

[Find out more about what to include in your personal interests section.](#)

REFERENCES

References are available on request. [Find out more about deciding your references.](#)