

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.](#)

KEY SKILLS

Technical Skills

- Show that you have the knowledge required to succeed in the role
- Include computer software you have used and relevant training courses
- [Find out more about the skills section on your CV](#)

Personal Skills

- Include some of your main attributes that are vital to the role
- Good communication and flexibility are qualities that all employers look out for,
- If you are changing career these [transferable skills](#) will aid your application

CERTIFICATES & MEMBERSHIPS

- Include any relevant professional qualifications here Date gained
- Make sure your most impressive accreditations are highest Date gained
- Add any professional associations of which you are a member Date joined

EDUCATION

• University Name, Location	Course Title, Grade
• College Name, Location	Course Title, Grade
• School Name, Location	Grades

Briefly explain how the courses you took have led you to your chosen career path.

[Find out more about the education section of your CV](#)

EMPLOYMENT

Job Title

Company Name - www.examplelink.co.uk - Location
Dates of Employment

You should give your reader a brief introduction to what the company does and explain a bit about the responsibilities your role covered. [Find out more about the employment history section of your CV.](#)

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
- 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.](#)

Job Title

Company Name - www.examplelink.co.uk - Location
Dates of Employment

For older jobs you should keep the details slightly shorter, only offering information that will help you reach the next stage in your career.

Key Achievements:

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

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 you personal interests section.](#)

REFERENCES

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