

# Your Name

*Address: enter your full postal address (optional)*

*Telephone: add your personal phone number (ideally, a mobile number)*

*Email: use your personal email address*

## PERSONAL PROFILE

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Use this section to explain who you are, highlight your interest in the position and demonstrate why you're a perfect fit for the role in a few sentences. Be sure to mention what you do and to list your years of experience in the field and your key areas of expertise. You should also refer to personal qualities/skills that you possess and explain what makes you different from the other candidates (eg: problem solver, energetic, etc), and don't forget to include keywords to make it more relevant to the position you're applying for.

Your summary should talk about your current situation in a way that encouraged employers to review your application, so make sure that you highlight what your main professional skills and long-term goals are.

## WORK EXPERIENCE

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Your work experience should be positioned toward the top of your CV, particularly if you have a wealth of experience under your belt. You don't need to list every single job you ever had, though; aim to only include the most relevant jobs to the position you're currently applying for. You can also include any relevant voluntary work, internships, work placements and part-time jobs, but remember to list your work experience in reverse chronological order, beginning from your most recent jobs first.

**Dates of Employment – JOB TITLE** (when writing dates, only use the month and year, eg: September 2014 – March 2016)

**Company Name**

**Location**

### Responsibilities/Duties:

- Describe what your responsibilities were in the position.
- Provide examples of how you made a positive contribution to the company, and talk about your achievements.
- Include numbers, statistics, facts and other information to prove the value you can provide as an employee to the company.

## EDUCATION

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This section serves to showcase your educational qualifications, and allows you to demonstrate your specialisation in your field and that you have equipped yourself with the knowledge required to succeed in the job you're applying for. Start by listing your qualifications from high school upwards and include your grades (only if they are high enough). There's no need to include the course modules you took or go any further back from high school.

### **MA Degree (Pass), Title of Degree – Dates/Duration of Studies**

Name of the University/Institution

### **BA (Hons) 2:1, Title of Degree – Dates/Duration of Studies**

Name of the University/Institution

- You can mention any special achievements or goals you achieved while studying as well as any awards you received or seminars you attended.
- You can also talk about projects that you took part in or your thesis/dissertation, accompanied by a small summary of what it was about.

### **A Levels, Dates/Duration of Studies**

College Name

Location

Subjects Studied: Grades Obtained

## GCSEs, Dates/Duration of Studies

College Name

Location

Subjects Studied: Grades Obtained

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## KEY SKILLS

You can divide this section into soft (transferable) and hard skills – skills which are necessary to succeed in the specific job and industry. Soft skills can include communication, teamwork, leadership, organisational, problem solving, decision-making, project management and computer skills. Hard skills can include the ability to use software like Photoshop or being familiar with a programming language like HTML. However, it's important to match your skills to the ones outlined in the job description.

Don't forget to provide evidence for these skills by using real-life examples. You can draw from your workplace, university and volunteering experiences and even hobbies or anything else that you think can help you to add more depth to your capabilities.

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## HOBBIES/INTERESTS (OPTIONAL)

Including this section on your CV is entirely optional and serves to help employers get a sense of who you are. Aim to associate your hobbies and interests to the position you're applying for in a way that demonstrates certain skills you possess which can be used to succeed in the role. If you do choose to include this section, avoid clichéd statements like watching TV, hanging out with friends, etc – these are not hobbies.

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## OTHER CREDENTIALS

This section should be used to list any awards you received and can also include relevant seminars you attended, books and articles you published, training you undertook, courses you completed and anything else you feel is worth mentioning.

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## REFERENCES (OPTIONAL)

Including references on your CV is optional, but it does help provides begin the evaluation process. However, do avoid including the line 'References Available upon Request' as employers expect you to be able to provide references and it also wastes valuable space on your CV. Alternatively, you can create a separate document for your list of references.