Your Name

[email@address.com](mailto:email@address.com)

0400 000 000 99

Example Street, Example Town, Postcode Example SW7 8HJ

**PERSONAL STATEMENT**

Your personal statement is perhaps the single most important part of you CV. Get it wrong and your chances of being invited to an interview are drastically reduced. Its aim is to highlight your professional attributes and goals, summarising why someone should consider your application along with your career objectives.

**EMPLOYMENT HISTORY**

**Job Title** Company Name – Location Dates of Employment

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 Key Skills Gained:
* Show that you have the relevant knowledge required to succeed.
* Include computer software or skills you have used during this period.
* Key Point: Use keywords that you think employers will search for.

**Job Title** Company Name – Location Dates of Employment

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

**Job Title** Company Name – Location Dates of Employment

* Consider contacting your old manager if you can’t remember what you accomplished
* If something isn’t relevant, don’t be scared to leave it out

**EDUCATION**

* University Name

Location – Course Title – Grade – Date

* High School Name

Location – Course Title – Grade – Date

* 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.

**PERSONAL SKILLS**

* Include some of your main attributes that are vital to the role, maybe you are a fluent German speaker or a great administrator
* 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 Professional Qualifications:
* Professional Body Location – Course Title – Grade Short description
* Add any professional associations of which you are a member Title – Period – Rank (member, president) Short description

**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.

**REFERENCES**

References are available on request