



Your CV is the first impression that an employer will have of you so you need to make sure it's perfect!



Your Name

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 your 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
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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
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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

Job Title	Company Name – Location	Dates of Employment
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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

- 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

Once you've got your CV nailed, register on [Apply4U.co.uk](https://www.apply4u.co.uk) & have it reviewed for FREE by a CV writing expert.

[Get Started Now for FREE](#) (*takes less than 60 seconds*)

Search & apply to 1000s of jobs & allow employers to contact you directly