Your Name

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99 Example Street, Example Town, EX4 3PL

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 interview are drastically reduced.

Its aim is to highlight your professional attributes and goals, summarising why someone should consider your application.

KEY SKILLS

Technical Skills
➢ Show that you have the relevant knowledge required to succeed in the role
➢ Include computer software you have used and relevant training courses

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
➢ Make sure you most impressive accreditations are highest
➢ Add any professional associations of which you are a member

EDUCATION

➢ University Name, Location
    Course Title, Grade
➢ College Name, Location
    Course Title, Grade - Course Title, Grade
➢ School Name, Location
    Grades

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

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.

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

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.

REFERENCES

References are available on request.