

Your Name

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PERSONAL INFORMATION

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.

Personal Skills:

- Include some of your main attributes that are vital to the role
- 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

CAREER & EDUCATION HISTORY

DATE RANGE

Job Title - Company Name - www.examplelink.co.uk - Location

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(This template allow you to include more than one job under the date range where you developed similar skills that helped your career progress)

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 you have used during this period

Professional Qualifications:

- Professional Body – Location – **Course Title – Grade**
- Add any professional associations of which you are a member

Education:

- University Name – Location – **Course Title – Grade**
- 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.

DATE RANGE

Job Title - Company Name - www.examplelink.co.uk - Location

Job Title - Company Name - www.examplelink.co.uk - Location

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

Education:

- College Name – Location
Course Title – Grade
Course Title – Grade
Course Title – Grade
Course Title – Grade

DATE RANGE

Job Title - Company Name - www.examplelink.co.uk - Location

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:

- School Name – Location – **Grades**
- List a small selection of the courses you took that are relevant to your career path

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.