**ABOUT ME**

**CURRICULUM VITAE**

YOUR NAME

How to structure a personal profile:

*Part1: Who you are (Introduction)*

* E.g. A recent graduate with 2:1 degree…
* E.g. An ambitious graphic designer with 5 years’ experience…
* E.g. A skilled mechanical engineer looking to resume a position in the automotive sector…

*Part 2: What you can offer the company*

* Briefly describe achievements or special skills
* Avoid buzzwords like “good communicator” or “strategic thinker” you must back up your claims with evidence.

*Part 3: Career goals*

* Describe what you want to develop and why a recruiter would want to spend time/money on you. Show ambition and a willingness to learn.

**Job Title - Company Name (Year to Year)**

For previous job roles, show how you have progressed through your chosen career path and picked up essential skills. Try to avoid making it sound like a job description with a list of duties, but instead tell the employer about personal achievements you’ve made and how you have developed in the role.

**Job Title - Company Name (Year to Year)**

**WORK EXPERIENCE**

**Job Title - Company Name (Year to Present)**

The most recent job you’ve had or are currently in is likely to be the most relevant to the job you’re applying for so put the most effort into this section. Try to briefly describe your achievements and the relevant experience/skills you have acquired that make you a good candidate for the job you’re applying for.

If you’ve had a gap in employment or have undertaken voluntary work, it can work your advantage to include it in your CV. If an employer sees a large unexplained gap in your employment timeline it can cause suspicion which is best avoided.



**Top Tips:**

* Don’t exceed 2 pages an employer spends on average only 8.8 seconds choosing which CV’s to progress.
* Be factual and to the point, don’t waffle!
* Avoid buzzwords when describing your strengths.
* Tailor your CV to the job description, avoid generic content.

If you’ve had a lot of previous jobs, it’s not necessary to list them all. Only display the ones that have developed your skills and experience for the role you’re applying for. Employers are unlikely to be interested in your paper-round before school.

email@address.com

+44 (0) 1234 567890

Address Line 1

Address Line 2

Town/City

Post/Zip Code

A referrer is someone who can vouch for you when applying for a new job. It’s a good idea to leave on good terms with your last company so they can act as a referrer for your next employer, this will build their confidence in you and your abilities. You don’t need to say anything other than the address and contact information for your reference and perhaps your relationship (i.e. Line Manager)

Tip: Include multiple references in case one can’t be contacted.

**Referrers Name & Company**

**REFERENCES**

If you have a lot of work experience it’s not always necessary to list your school time achievements and certificates as it can appear too irrelevant. But if you’re relatively new to a career and you have grades and achievements your proud of then it’s acceptable to put them on your CV. If there are any extracurricular actives you participated in, then stating them here can also be advantageous.

**School Name (Year to Year)**

If you have a degree, diploma or certificate. Even if it’s not entirely necessary for the job it’s worth mentioning here as it shows a commitment and eagerness to learn. It may or may not be a requirement for the role your applying for, but if it is then tailor the skills and experience developed to highlight areas mentioned in the job specification.

**University/College Name (Year to Year)**

**EDUCATION**

**Job Title - Company Name (Year to Year)**