Your Name

Address

Contact number

Email address

Profile

You can add a short personal statement at the beginning of your CV giving an overview of yourself or highlighting your relevant experience for the role you are applying for. Keep this short and punchy - no more that about 6 lines.

**Skills**

* List key skills
* As Bullet Points
* Keep them relevant
* To the job you are applying for

Career History

Current Employer, Month Year – Month Year

Current Job Title, Month Year – Month Year

* List your main responsibilities
* List these using bullet points rather than long paragraphs
* Provide short and concise information on key tasks undertaken in your role.
* Try to keep to a maximum of 6 to 8 responsibilities.
* Focus on the responsibilities most relevant to the job you are applying for

Key Achievements:

* For each job role, list some achievements. This is your best way of evidencing your abilities. Keep these factual, concise, specific and measurable. Using numbers / percentages to demonstrate your achievements against targets is very effective.
* Achieved x% of sales target for the years x and x
* Reshaped x team leading to 9% increase in profit yr on yr
* Results: 19% up in June vs a market that was back -13%
* Implemented sales strategies for the launch of x to the UK market

Previous Job Title, Month, Year – Month, Year

* List your main responsibilities for any previous jobs with the same employer
* List these using bullet points rather than long paragraphs
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* Try to keep to a maximum of 6 to 8 responsibilities.
* Focus on the responsibilities most relevant to the job you are applying for

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Education

List your educational history in reverse chronological order. Give more detail on the highest level of qualification you have achieved. Remember to include dates. This section may also include any professional development experiences, such as courses attended and membership to any relevant professional body.

Personal Information

Adding some information about your hobbies and interests is optional. It's more useful for those in the early stage of their career who have less work experience to add. If you choose to add this, keep it fairly brief.