****

**Your Name**

**Address:**

**Contact number:**

**Email address**:

**Personal Statement**

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.

Add a small head and shoulders photo of yourself if you wish.

**Employment History**

**CURRENT EMPLOYER –** *Current Job Title: MONTH YEAR – MONTH YEAR*

*A brief description of the company you work for and what they do.*

* A description of your role. If this is your current role use the present tense
* 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 EMPLOYER –** *JOB TITLE: MONTH YEAR – MONTH YEAR*

*A brief description of the company you worked for and what they do.*

* A description of your role. If this is a previous role use the past tense
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* List these using bullet points rather than long paragraphs
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**Education and Qualifications**

**Educational Establishment: QUALIFICATION –** YEAR - YEAR**.**

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**Skills**

* List your key skills
* Keep relevant to the job application
* Include soft skills
* Include IT / systems skills
* Include technical skills
* Keep your list fairly short

**Interests and Hobbies**

* 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.