



# CV EXAMPLE CV OUTLINE

"A GOOD CV IS CLEAR, CONCISE AND MAKES EVERY POINT NECESSARY WITHOUT WAFFLING. YOU DON'T NEED PAGES AND PAGES OF PAPER – YOU JUST KEEP THINGS SHORT AND SWEET. A CV IS A REASSURANCE TO A POTENTIAL EMPLOYER, IT'S A CHANCE TO TICK THE RIGHT BOXES. AND IF EVERYTHING IS SATISFIED, THERE'S A BETTER CHANCE OF A JOB INTERVIEW"

## CURRICULUM VITAE

### Forename / Surname

Title (If relevant):

Location:

Mobile Number:

Email Address:

### PERSONAL STATEMENT

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A personal statement is a brief personal summary given to prospective employers to help you stand apart from the competition. A personal statement is also required for university applications but will usually be much more detailed – Give an appealing outline of your personality strengths, skill set and career goals.

### SKILLS SUMMARY

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A brief highlight of relevant experience, accomplishments, and skills. Its purpose is to show qualifications related to the job opening for which you are applying.

Write about your most recent position first. Highlighting the company name, your job title, and the dates from start to end of when you worked there. Follow this with bullet points summarising your duties and achievements. Summarise any gaps in employment too.

**Company Name/Location:**

**Job Title:**

**Dates:**

**Key Responsibilities** (Ensure this is written in the correct tense, succinctly – and with bullet points)

- Detail your duties within the role and showcase the knowledge and skills you have
- Feature specific packages you may have experience using e.g., Sage, Zero etc
- especially if relevant to the role.
- Reduce the information the further you go back in history, unless specifically
- relevant to the role you are now applying for.
- At the end of each job role, you can **highlight** any **Key Achievements** e.g., achieved 100% Sales targets for the last 3 years etc.

**EDUCATION/TRAINING** (You can either put this at the top of your cv or further down, depending on the relevance of your education and training to the job role)

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Qualification / Grade / Institution / Year

### INTERESTS & HOBBIES

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Keep this brief – you never know if you share a similar interest to the prospective interviewer