**Full Name**

Address (preferred, bare minimum of location)

Email: Contact Number:

**Personal Profile**

This section is for you to introduce yourself and express your career aspirations. It is the perfect opportunity to sell your existing skills and also allows you to reflect on your experience, attitude and behaviours. Keep your profile simple, clear and concise in order to have an effective impact on an employer and also display the positive reasons for seeking a career move.

**Key Achievements**

* This is the perfect opportunity to use facts, figures and timescales in order to demonstrate your competency in current and previous roles.
* Use bullet points to define your achievements and don’t be afraid to sell yourself.
* Key words to use include: demonstrated, formed, developed, progressed, improved, organised etc.
* Adapt your achievements to the roles you are applying for - make sure they are relevant and provide key experiences you have had so that you demonstrate your abilities that are applicable to the role. Only do a tailored CV if you can manage the admin of multiple CVs.

**Work History**

For every position held state the company name, your job title and the dates you were employed from and to, ensure you start with your *most recent* role.

**Company Name: Date: From - To**

**Job Title:**

**Duties and Responsibilities:**

Keep this information clear and simple. Use bullet points to list your day to day responsibilities within the company.

Also use this section to explain any gaps in employment. Include dates along with a short explanation of why you were unemployed at the time: e.g. travelling, spending time with family etc.

**Training and Qualifications**

Present your most recent qualifications in this section alongside any relevant training that you have received to date

**Qualification/Course: Date:**

**Subject: Grade:**

**References:**

Two references should be displayed or it should be indicated these are available on request. No references will ever be contacted without your permission.