

CURRICULUM VITAE

FIRST NAME SURNAME

Use this space to write a little bit about you to introduce yourself. Ideally it should be something that sums up your career to date and where you'd like to be in the future.

Avoid writing in the third person and starting every sentence with 'I'. Try making it interesting and think about what will differentiate you from someone else. If you find this difficult to compile, ask a friend or someone who knows you well to help.

This summary will give the reader more of an idea about who you are, your experience and what you'd like to do in the future. (It doesn't have to be very detailed, as what follows will do the rest for you.)

Education & Qualifications

Start with your most recent qualifications and work backwards. If you're applying for a role that's relevant to your degree and/or you're a graduate with limited work experience, we'd suggest moving this whole piece on Education & Qualifications to the bottom of your CV, just above your interests.

Employment History

List as many roles as you feel are relevant, starting with your current/most recent position.

Name of Company

Job Title

Month/Years From-To

- *Summarise the role and responsibilities.*
- *You can choose to use bullet points if you want to provide some detail.*

Achievements

- *List your achievements in the role. If it was a sales position, for example, make sure you share the value of your success against target either in percentage growth or as a physical number.*

This is a really important section, so feel free to go onto a second page if needed.

Interests

Many of our corporate clients say that when they're looking for a new staff member, they really enjoy reading about candidates' interests and hobbies. Think carefully about this section as it enables you to paint a rounded picture of your personality and lifestyle.

Contact details

The last thing you want to do is submit a CV with incorrect or out-of-date contact details, so check this section carefully!

+++

Things to consider

- It's a good idea to have more than one version of your CV as it allows you to have a suitable version ready to go if you identify an opportunity.
- A CV is the window that your next prospective employer will have into who you are and what you want to do, so try to share enough information to get them interested but not too much for them to decide not to speak to you.
- Check and doublecheck that your contact details are correct! You'd be surprised by how often the information is outdated or there is a digit missing in the phone number, for example.
- Check your spelling and grammar – any errors will not create a good impression...
- Try to keep your CV to a maximum of two pages.
- If you don't have one already, now is also the time to create your very own LinkedIn account. If you have one set up, keep reviewing it to ensure it's completely up to date.