

Your Name - Curriculum Vitae

Insert your name. Use whatever heading(s) you prefer. Click on the red box borders to delete them. The first section is about your personality - use statements that relate to the requirements of the job and the employer.

Personal Profile / Personal Attributes

- Create 5-7 descriptive bullet-point phrases that describe your strengths and attributes
- These statements should also reflect the personal qualities that the employer seeks
- Keep the statements simple and clear; one line for each statement
- Keep to a consistent format; use professional, concise, intelligent language
- Use good, appropriate punctuation; semi-colons are effective for joining word-strings
- Ensure you are able to back-up and provide an example for each statement you make
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Experience / Specialisms

This shows what you can do - it's about your capabilities. Relate them to the job requirements and the employer's needs.

- Create 5-7 professional statements which explain your experience and/or specialisms
- Select the experience that best fits your capabilities and the needs of the new job
- Ensure each statement provides an example of a different capability
- For example, planning, communicating, problem-solving, analysing, etc.
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Achievements

This shows what you have done and indicates your credibility and potential. Relate this to the job requirements. Achievements need not all be work-based.

- Create 3-7 professional statements which describe your achievements
- Select the examples that best illustrate capabilities relevant to the needs of the new job
- Try to show a variety of types of achievements
- Achievements need not be work-related, especially for young people with little work history
- Ensure you attach context, scale, facts and figures to your achievements described
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Career History

- mth/year-mth/year - job title/function/responsibilities - employer/city - industry
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Briefly list your past jobs, employers, industry, and dates (mth/yr). Most recent first. Try to keep the details in neat columns. Briefly state responsibilities if not self-explanatory from the job titles. If appropriate state at the end: 'References are available upon request'.

Personal Details

- name
- address
- phone numbers
- email
- DOB (date of birth)
- marital status

Education and qualifications

- school, college, dates, etc
- qualifications

Hobbies

- it is helpful to show hobbies that reflect qualities which relate to the job requirements

Insert your contact information, education, etc, in these two boxes. Double-click on box borders to reformat. To make more space reduce font size to 9 or 10pt.