Your Name - Curriculum Vitae

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

- 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

- 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
- mth/year-mth/year - job title/function/responsibilities - employer/city - industry
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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

put your file reference and date here