[Full Name]

[Home address]

[Contact Number] • [Email Address]

**Personal Statement**

**This section is your chance to summarise the rest of the CV, and convince the recruiter to get in touch. It is important to keep it brief, between 50-200 words and outline who you are, the skills you have to offer, and your career aim.**

E.g.

I have [number of years] experience as a [job title], and am highly skilled in [technologies/systems/area of expertise] thanks to my roles with [previous employers].

During my time with [organisation] I was responsible for/organised [task], and increased [profit/other metric] by [£X/X%]. My other notable achievements include [awards/leading teams/implementing change].

I am looking for an opportunity within an [business type/industry] organisation, where I can bring significant value and continue to develop my skills further.

**Work Experience**

**This should be brief and, as a general rule of thumb, focus on the last five years of your career, or last three roles, in chronological order, with most recent at the top. You should highlight your key achievements, and use bullet points rather than lengthy descriptions.**

E.g.

[Job Title], [Company Name] [Location]

[Date M/Y- Date M/Y]

**Achievements and Responsibilities:**

• Brief role overview

• Work alongside [team] to produce [project]

• Implemented [change] which resulted in [benefit]

• Received an [award name] for [reason]

**Education**

**This is your chance to talk about your qualifications, academic and vocational. You should give detail about what you studied, where and when, and list them in chronological order. If you have many of one qualification, such as GCSEs you might find it useful to group them together.**

E.g.

[College/School Name]

[Date M/Y– Date M/Y]

A-levels:

• [Subject] – [Grade]

• [Subject] – [Grade]

• [Subject] – [Grade]

[College/School Name]

[Date M/Y– Date M/Y]

GCSEs:

• [Number] GCSEs, grades [range], including Maths and English.

**Hobbies and Interests**

**This section is not essential to include, but you may wish to depending on the role you are applying for. It can be a useful chance to show a little more of your personality. However, be warned this can be very subjective, ensure anything listed here reinforces your application, and the idea that you’ll be the right fit for the role. If you don’t have any real relatable hobbies, it is probably best to omit this section:**

E.g.

I organise a weekly [sport] game, manage bookings, transport and help to coach the team.

Undertook a [course] in order to improve my [skill].

**References**

References are available upon request.