[Full Name]

[Home address]

[Contact Number] • [Email Address]

**Profile**

**This section is your chance to summarise the rest of the CV, and convince the employer/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. Leave any achievements until the next section.**

Please note: If you are applying for a particular job, as opposed to sending a generic CV to a recruiter, it may be worth tailoring your CV to fit that role. Make sure you highlight where your CV matches the key criteria of the role you are applying for.

E.g.

A [insert job title/level of seniority] who is respected throughout the [industry] market sector with a wealth of experience in [area/s of expertise] gained at [organisation name/s]. I’m highly motivated to exceed business targets and the expectations of customers.

I am now looking for my next opportunity offering an exciting challenge within an [business type/industry] organisation, where I can bring real value and develop my skills further.

**Achievements**

**This part of your CV is really important – it’s your chance to show a prospective new employer what you have accomplished.**

Remember that, as a rule, candidates that stand out can demonstrate a) how they have made their current employer more money e.g. in terms of increased output and b) how they have saved their current employer money e.g. reducing overheads or improving efficiencies.

E.g.

* Delivery improvements from 40% to 90%+
* Transforming the department, tripling output whilst also reducing overheads
* Set up systems generating annual cost savings in excess of £5m
* Improved manufacturing efficiencies by 20-40% in key areas using tools such as SMED, 5s, shop floor layout, machine design etc.
* Reduced RIDDOR accidents by 40% during a 12 month period using [system], risk assessment and manual handling techniques
* Reduced absenteeism from 25% to 7% within 12 months

 **Work experience**

**This should be brief and, as a general rule of thumb, focus on the last five years of your career, but do include all relevant roles you have held. Put these in chronological order with the most recent at the top. You may consider some of your earlier jobs irrelevant, but employers do like to see how you have got to where you are now. 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

• Worked 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, both academic and vocational. You should give detail about what you studied, where and when, and list them in chronological order. If you are a more experienced candidate there is no need to go in to too much detail, just stating eight GCSEs, two A Levels in X subject for example will suffice.**

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

**Other Training and Skills**

**This is where you can show any technical training you have undertaken e.g.**

* Driving: Full driving license
* Safety: Risk Assessment training, Asbestos Awareness course, IOSHH Managing Safely Certificate, Accident Investigation etc.
* Business Improvement: OEE, SMED, Kaizen, 6s, Global 8D etc.
* CAD: AutoCAD, ProE etc.

**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.**

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.