[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 gained valuable experience in [area of expertise] at [organisation name], and have a particular wealth of experience and skill in [specific area]. I have a [CIPD or equivalent e.g. Masters] in HR at level [add level i.e. MCIPD or state when you will finish], and am now an [industry] professional.

My important achievements include working alongside the [team name] team at [organisation], and contributing to projects including [project name]. I was responsible for/organised [task] and increased [profit/other metric] by [£X/X%].

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

**Overview of Career Achievements**

**Bullet point several main achievements and/or projects you have either implemented or assisted with, throughout your whole career. You could add some impressive figures to make a real impact.**

E.g.

* July 2015 – organised a project with a major charity
* TUPE Projects

**Career History**

**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 the most recent at the top. You should highlight your key achievements, and use bullet points rather than lengthy descriptions.**

Remember to show development on how you progressed/took on more responsibility, and always detail system experience on this part of your CV.   
  
E.g.

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

* Nature of business e.g. retail
* Reason for leaving e.g. contract

**Responsibilities:**

* Reporting line and team e.g. reporting to the Head of HR within a team of five – this is very important within an HR CV as it shows what environment you worked in
* Responsible for X number of employees, and several client groups consisting of sales, marketing clients etc. (this part is often missed out of most CVs)
* Break down the employee life cycle – add facts and figures (this can be huge due to how big the cycle is – so be punchy with points and make it relevant to the job you are applying for)

E.g.

1. Recruitment e.g. implemented rec strategy / rec 5 complex roles
2. Learning and development training e.g. supported a management development programme
3. Reward & compensation e.g. managed and was lead on key reward projects
4. Employee relations e.g. provided support and advice on ER matters, managed and reported on absences etc.
5. HR projects e.g. met deadlines and individual timelines for three projects I ran simultaneously

**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.

Professional HR Qualification

[College/School Name]

[Course Studied]

A-levels:

• [Subject] – [Grade]

• [Subject] – [Grade]

• [Subject] – [Grade]

[College/School Name]

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.