[Full Name]

[Home address]

[Contact Number] • [Email Address]

**PERSONAL STATEMENT:**

**This section is your opportunity 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.**

**Steer clear of generic comments such as “I work well in a team and also on my own”. Instead, add specifics that are relevant to your area of expertise (e.g. Category Management, Stakeholder Engagement, and Negotiation).**

**Your final sentence should be a genuine indication of what you are looking for in your next career move. This sentence will help to ensure that you are receiving calls about the right roles which are of real interest to you.**

E.g.

I have gained valuable experience in [area of expertise] at [organisation name], and have a particular wealth of experience and skills in [specific area]. I graduated in [year] from [university name] with a [degree class] degree in [subject], and am now an [industry] professional.

I am looking for a [position you are looking for] opportunity within an [business type/industry] organisation, where I can add real value, and which can offer me ongoing progression.

**EMPLOYMENT HISTORY:**

**This should be brief and, as a general rule of thumb, focus on the last 10 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.**

E.g.

[Job Title], [Company Name] [Location] [Date M/Y- Date M/Y]

[A bit about what they do and there turnover e.g. A bespoke manufacturer of electronic components with a turnover of £10 million]

Responsibilities:

* Brief role overview
* A breakdown of the products, services, categories that you buy and your spend
* Details of any supervisory/management experience you have
* Mention any systems or tools (e.g. SAP, Kanban, Lean)
* Implemented [change] which resulted in [benefit]

Key achievements:

* I saved [£X amount] on [service]
* I renegotiated a contract on [subject] worth [£X amount] and saved [X%] for my company
* I implemented [change] which resulted in [benefit]
* I 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.

Courses:

[Name of Course], [Course Location] [Date M/Y – Date M/Y]

• [X type of membership]

• [Relevant seminars/one day courses]

Qualifications:

[University Name], [Location] [Date M/Y – Date M/Y]

[Degree type and honours (info on dissertation if relevant)]

[College/School Name] [Date M/Y– Date M/Y]

A-levels:

• [Subject] – [grade]

• [Subject] – [grade]

• [Subject] – [grade]

GCSEs:

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

**SKILLS:**

**List any computer skills, and systems you have used e.g. MRP. SAP and Excel. For MS packages it’s worth putting your competence level e.g. Intermediate or Advanced.**

**INTERESTS:**

**This section is not essential to include, but you may wish to have it, depending on the role you are applying for. It could be an opportunity 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.**

**REFRENCES:**

References are available upon request.