[Full Name]

[Home Address]

[Contact Numbers]

[Email Address]

**As part of your contact details you could also include your LinkedIn Page. If you decide to do this, you must ensure you are happy that your LinkedIn profile creates a suitably professional impression.**

**Employers often check Facebook to get a feel for the individual behind the application. It is safer therefore to have your Facebook privacy settings set to maximum to avoid any possible misunderstanding**

**Personal Statement**

**This section is your chance to demonstrate what makes you unique, special or particularly suitable for the types of positions you are applying for. Generic comments such as “I am a hardworking, pro-active, honest person” are of no use whatsoever as everybody says that. Think of the individual who will be reading your CV and what will convince them you are worthy of interview.**

**It is important to keep this section brief and to focus on the aspects of your experience and personality, which are assets in the field in which you are applying.**

E.g.

I have gained valuable experience in [area of expertise] at [organisation names], and have a particular wealth of experience and skill in [specific area].

I graduated in [year] from [university name] with a [degree class] degree in [subject], and am now an [industry] professional.

Whilst working with [team name] at [organisation], I was involved with/ran 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.

**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, and you should use bullet points rather than lengthy descriptions.**

**You should highlight your major achievements rather than simply note the key requirements of your job. Remember, millions of people may have run a marathon, but only a relative few have completed one in less than three hours. Be specific about what you ACHIEVED and not merely what you did.**

**Make sure you include any promotions as separate jobs, and explain why/how that promotion came about. Remember, a promotion is an achievement and employers want to know what you have done successfully.**

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 part of your CV is more important when on the first rungs of the ladder career wise, but it is still important whatever your level. You should give details about what you studied, where and when, and list them in chronological order.**

E.g.

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

Give your degree and the classification. People with firsts and 2:1’s always include the classification, so there is no point in trying to hide your final grade.

Similarly, if you did not complete your degree, be honest. Recruiters and HR managers know that comments such as “studied Economics at Sheffield University” means the degree was not completed, and the lack of honesty could count against you.

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

Unless the job(s) you are applying for require specific A-Levels and GCSEs (“O” Levels for the more experienced amongst you), it is fine simply to state the number of each. You can include the number of A\*’s and A’s if you wish although in this instance, not putting the grades in is less of an issue. For those starting out in their career, it is worth including all grades as there is obviously less of a work track record to assess.

E.g.

Four A-levels (2 x A\*)

Eight GCSEs (including A’s in Maths and English)

You should also include any vocational qualifications and training you have undertaken. This shows employers that you are serious about investing in your career and improving your skills. It is also important to remember that most job advertisements do not tell you everything about the role, and often one of the courses you have attended could be in a field that is particularly important for the role you are applying for.

**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.