

Full Name
Address
Postcode
Home Number
Mobile Number
Email

Personal Profile

Here you must write a short statement which best describes you, your skills and abilities. This is your opportunity to sell yourself effectively to your new employer. Try and make this as original as possible by avoiding sentences such as "I'm always on time" and "I have good telephone manner". Instead you could say "I adhere to strict time-keeping standards and hold an excellent attendance record" and "I have effective communication skills, both verbal and written".

Training and Qualifications

Here you should list (using bullet points) your relevant qualifications, with most recent first. However if your qualifications are not complimentary it is quite acceptable to move this section to the last page of your CV. This way the person reading it will have read all about your work experience without being put off by bad GCSE Grades for example.

Work History

Here you will start with your most recent job first. Don't leave any gaps in employment and no need to go back any further than 10 years

For Example:

Smith & Co: January 2005 - June 2009

Secretary

- Typing letters and other documents
- Updating records using computer database and spreadsheet software
- Answering the telephone and dealing with enquiries
- Making appointments and keeping diaries
- Taking minutes at meetings
- Dealing with incoming and outgoing post
- Drafting letters and other documents
- Filing
- Photocopying and printing

ACC Accountancy: April 2002 – December 2004

Administrator

- Reception duties
- Receiving, sorting and distributing post
- Filing and photocopying
- Typing
- Data entry
- Setting up meeting rooms, organising refreshments for meetings and events

Achievements

Here you can mention anything which you have achieved in your professional career which is relevant to the position you are applying for

Interests/Additional Info

Be careful not to go overboard here as employers are not interested in your obsession with Star Wars or strict exercise regimes – keep it light.

For example:

NOT

I have an amazing collection of limited edition Star Wars characters which I have been collecting for many years now. I am also a member of the Darth Vader look-a-like society and aspire to be part of the Jedi Council. I also visit the gym 5 days a week, do yoga on Wednesdays and sometimes I try to go for a swim if it's not too cold in the morning. I do drive but my sister is using my car as hers is broken down so I will need to get the bus for a bit.

(It happens trust us!)

INSTEAD

I have an active social life, partake in regular exercise and also enjoy watching Sci-Fi films in my spare time. I hold a Full UK driving licence and own my own car.

(You have still given an accurate description of your interests and relevant info without being over the top).

References

Two professional references required

Ms D Wilson

Director

Smith & Co

Address

Postcode

Tel

Email

Mr R Thompson

Senior Accountant

ACC Accountancy

Address

Postcode

Tel

Email

Important points to remember

- CV's should ideally be no more than 3 pages long
- Sell yourself effectively in your personal profile
- Be descriptive when listing duties
- Use bullet points not paragraphs
- Put any uncomplimentary academic results to the back of your CV
- Put all dates in reverse chronological order
- Keep font plain and avoid text boxes and borders etc
- Don't go overboard with personal information about your hobbies and interests

If you are still having difficulty in putting your CV together please just call, we're happy to help you in whatever way we can: 01226 249590