

CURRICULUM VITAE TEMPLATE



Name
Phone number
Email address

Personal profile

Add the skills and qualities you have. Add things that employers want to hear as the person who employs you. Remember to target the job with examples of things that you have that they want; the person specification should help here. Don't go too long, 8-10 sentences are about right.

Core skills

Anything else you want them to know but don't know where to put it. You can also include any key achievements as long as they are professionally relevant.

- Example: Good IT skills, can use the full range of Microsoft Office Software, communication, leadership, presentation skills.

Work experience

Previous work or work experience or volunteer work, from most recent to oldest. Make sure to include key skills learnt and developed, not just your responsibilities

Example:

September 2016 - July 2017

Customer Assistant - PC World,

List your roles responsibilities and duties:

- Assisted customers to make purchases, enabling me to develop my commercial awareness
- Followed customer data confidentiality policy
- Cleaned the public areas developing attention to detail
- End of day banking, developed financial acumen
- Adhered to the Health and Safety policy
- Rotated stock in line with company promotions
- Undertook training in PC troubleshooting
- Dealt with customer complaints and issues, growth of customer service skills, especially when under pressure

Education

Include all the education, qualifications and any training even if it was not at School, from most recent to oldest.

Example:

September 2016 - June 2017

Level 3 BTEC IT - Fareham College

Level 3 Pass

September 2011 - June 2016

GCSEs - Any School

Maths Grade 5, English Grade 5, History Grade C, BTEC Level 2

Interests

Discuss relevant hobbies and interests here.

References

Available on request

Don't give out the details of your references just yet! Make sure that the two people you want to use are aware and are happy for you to ask them.

It is also important to name your document appropriately. Just saving it as 'CV' won't help employers find your CV quickly so ensure to save it 'Your Name CV'.