

CURRICULUM VITAE

Your Name (Professional/Academic Qualifications)

CAREER PROFILE:

A summary of your background and primary skills. Remember this is the first impression a prospective employer will have of you and it should be treated as an opportunity to sell yourself, your skills, achievements and your suitability to an employer.

EMPLOYMENT HISTORY:

Company Name 1

Overall Date From - To

A brief introduction to your company, detailing the sector within in which they operate and what they produce or provide as well as the size of the business (i.e. turnover or number of employees). It may also be useful to highlight if the company is part of a larger group (national/international) or whether there are additional subsidiaries.

Job Title

Date From - To

- Highlight the achievements in the role, how you have added value to the role and company
- Include who you are reporting to and how many staff report to you
- Detail your duties and responsibilities

Job Title

Date From - To

- Highlight the achievements in the role
- Include who you are reporting to and how many staff report to you
- Detail your duties and responsibilities

Job Title

Date From - To

- Highlight the achievements in the role
- Include who you are reporting to and how many staff report to you
- Detail your duties and responsibilities

Company Name 2

A brief introduction to your company, detailing the sector within in which they operate and what they produce or provide as well as the size of the business (i.e. turnover, number of employees).

Job Title

Date From - To

- Highlight the achievements in the role
- Include who you are reporting to and how many staff report to you.
- Detail your duties and responsibilities

EDUCATION:

Professional qualifications . year of qualification, indicate if you obtained first time passes

Details of most recent academic qualification i.e. BA (Hons) Accountancy, Leicester University (2:1)

Details of additional academic qualifications i.e. AqLevels/GCSE highlighting any good grades

SYSTEMS & IT:

Include experience of any relevant system and version (such as Sage 200, Pegasus Opera etc). Also detail experience of software such as Microsoft Office products and level of skills such as MS office Excel . pivot tables, look ups

PERSONAL DETAILS AND ADDITIONAL INFORMATION:

Address: Address, Address, Address. Post Code

Contact details: Tel: (01234) 123456 Mob: (07878) 123456
Email: address@domain.co.uk

Citizenship: e.g. British, EU

Driving Licence: Indicate if full, clean etc

Hobbies and Interests: Highlight any hobbies or interests, but be careful they are not controversial

General notes:

- ✓ *Bullet point achievement/responsibilities*
- ✓ *Keep the CV to 2–3 pages maximum*
- ✓ *Include more detail for more recent role and less for older positions*
- ✓ *Content will depend upon your experience. Academic qualification are more important with less experience and less so if you have many years experience*
- ✓ *Achievements are more important than responsibilities*
- ✓ *Use good quality white paper*
- ✓ *Use familiar business font styles and colour e.g. Arial, black*
- ✓ *Your employment history should be in reverse chronological order with your most recent role first*
- ✓ *Check and re-check, use spell-check as well as getting a second opinion to spot any errors*
- ✓ *Explain any gaps in your career and include full career history*