

Personal details: nationality, marital status and date of birth are optional and can be included if you want to. There is no need to put “CV” or “Curriculum Vitae” at the top of the document.

NAME

Address:

Mobile:

Email:

PROFILE & OBJECTIVE:

Your CV is a marketing tool designed to get you to an interview; the key is to focus on what the employer is looking for. Words like “hard-working / honest / reliable” aren’t necessarily bad choices, but they are rather unnecessary; employers would assume you are all of these things!

QUALITIES & SKILLS:

Before you rush to write a list of all the things you’re capable of, make sure you understand the skills that are important to the job you’re applying for; refer back to the job advert. It’s important to bring this section to life - to give specific examples rather than just writing a generic list.

These two sections form your initial “pitch” - they should capture the employer’s interest quickly so that they will read your CV in full. You should demonstrate focus and passion for the role you are applying for.

EXPERIENCE:

Start with your most recent job role or placement and work backwards. Don’t overlook any voluntary work or other non-paid activities that you have undertaken. Avoid passive forms and dull sentences that start with “I was responsible for...” You are aiming for strong statements that demonstrate your skills and experience in action!

Job Title – Company Name, Location (e.g. Bournemouth)

Start Date to End Date

- Aim for five to six bullet points, per role
- Highlight tasks or responsibilities relevant to the role you are applying for
- Be positive and focused

If your CV is two pages long, it is a good idea to add a page number and your name to the footer section of your CV. This will make it easier to match up the pages if they should become separated.

EDUCATION & TRAINING:

Start with the most recent qualification / school or college and work backwards. You do not need to include your primary school. You can also list additional training such as health and safety, first aid, etc.

INTERESTS:

Avoid falling into the trap of listing such things as “reading, socialising and going to the cinema”. Not all employers pay close attention to your interests but others see it is a way to get to know more about how you might fit their team.

A list of relevant industry reading material can boost your chances of getting the interview. Reading voluntarily shows intelligence, enthusiasm, and motivation.

REFERENCES ARE AVAILABLE ON REQUEST

Personal references, or character references may be useful if you are applying for your first job or if you have limited work experience.

However, many employers will not take up a reference until they have interviewed you and are making an offer - so all you need to put on your CV initially is ‘REFERENCES ARE AVAILABLE ON REQUEST’.

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