

handle

Sample CV

Name

Personal Contact Details

Address and phone numbers

Educational Qualifications

MOST RECENT FIRST

Business Qualifications if applicable

Date from & to including month

Where did you study?

What did you get – Degree, HND, A' levels, O'levels/GCSE's as applicable

Current Skills

Windows – Word, Excel, PowerPoint – level
i.e. basic, intermediate, advanced
HTML etc

Languages

Spanish – Fluent

Employment History

MOST RECENT FIRST

Oct 98 to present

Company Name
Position Held

You should put a brief couple of sentences about the role of the company if it not well known and what your role/purpose in the company

Or if you have been temping and/or on vacation please collate this information under one heading e.g. Temping in a variety of assignments including.... So that your CV looks solid

Duties included:-

- The key to putting an impressive CV together is to keep it short, punchy and relevant.
- A potential employer will not want to spend 10 minutes reading an essay.
- Your duties should demonstrate both work skills & personal skills e.g. team player, communication skills.
- In your current role, you should probably detail about 8-10 main responsibilities in your role.
- Do include achievements, not just tasks. If you can quantify achievements in sales, financial or production terms, do so.
- If you have had several similar positions, try not to repeat yourself (you only have to mention once that you have used a photocopier!).
- **Include just enough information to grab their attention but not too much that you bore the reader.**

Jan 94 to Sep 98

Company Name
Position Held

Brief job description

New/different achievements and areas of responsibility

And so on....

If you are a graduate and have done some relevant unpaid work experience you should include this. Also, any relevant courses i.e. Global course, Finance for Non-Finance managers etc could be included.

Interests/Hobbies

Brief list – again do not write an essay!

E.g. Music, Reading, Travelling

Referees

Two recent work references