

CV Template Example

Your Name

Your Address Your Address Your Address
Telephone Number(s) Email Address

Profile

Two lines of information that describes you briefly, including your sector experience and seniority level. Keep it short and to the point

Key Strengths

- Point One – A descriptive sentence about your top skills
- Point Two – A descriptive sentence about your top skills
- Point Three – A descriptive sentence about your top skills
- Point Four – A descriptive sentence about your top skills
- Point Five – A descriptive sentence about your top skills

Employment History

Most Recent Employer

Date on Right

Job Title and description of job role. Focus on accountabilities rather than duties.

List Relevant Key Achievements:

- 1st. Achievement – use active verb in past tense where possible
- 2nd Achievement – use active verb in past tense where possible
- 3rd. Achievement – use active verb in past tense where possible

Next Most Recent Employer

Date on Right

Job Title and description of job role. Focus on accountabilities rather than duties.

List Relevant Key Achievements:

- 1st. Achievement – use active verb in past tense where possible
- 2nd Achievement – use active verb in past tense where possible
- 3rd. Achievement – use active verb in past tense where possible

Training, Education & Qualifications

Add relevant qualifications (only most noble and appropriate).
Mention school or college if a recognized centre of excellence.
Recent training – not just odd one day courses.

Personal Information

DOB, marital status, languages, IT skills etc.