

CV Template

Take some time to fill this template in and then copy each section onto your CV/application form. The more details you can provide, the more information you will be able to put on your CV/application form, giving you the best chance of securing application forms and interviews at your chosen companies. Please see the 'CV Advice' guide to help you with this.

Personal Details

Include your name, address (or just town and postcode), phone number and email address

Name

Address

Telephone

E-mail

Personal Profile

Explain who you are, what you're offering, and what you're looking for. Aim to prove why you're suitable in one short and succinct paragraph.

Use the handout 'Example Profiles' to help you with this.

Key Skills

Skills and any achievements that demonstrate these skills.

Use the handout 'Example Key Skills' to help you with this.

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Work History

Begin with your last employment and work backwards. Be sure to include any voluntary work.

Use the handout 'Example Key Responsibilities' to help you with this.

Employer:

Dates:

Job Title:

Responsibilities:

Provide a detailed list of the duties you performed.

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Responsibilities:

Provide a detailed list of the duties you performed.

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Education, Training and Qualifications

Begin with your last qualification and work backwards. Remember to use more space to highlight the most relevant qualification. For example, if you were applying for a job in construction and had completed a college course in this area, you could provide more detail on the college course and then state how many GCSEs grade 4-9 you have achieved including English and maths in one short sentence.

Where studied, Date

Course Title

Qualification type and Grade(s) achieved

Where studied, Date

Course Title

Qualification type and Grade(s) achieved

Interests and Hobbies

Provide details here of any interests and hobbies which are relevant to the role you are applying for, or any which help demonstrate your skills.

References are available on request

There is no need to provide reference details on a CV but it is a good idea to have two ready and remember to always ask permission first.