

Basic CV Template

The template below gives ideas of how you might complete your CV. Delete the content and type in your own information. Remember it is your CV, change the font and formatting to suit you and your style.

Name, address and contact details

Include your full name (your name needs to stand out, so that you become a real person)

Your contact details should be current and you will need to check them regularly, they should include:

- Full postal address
- Mobile and home telephone numbers
- Email address (make sure it is sensible)

PERSONAL PROFILE

Your profile should describe you doing the job for which you are applying. An employer should be able to picture you doing the job.

Use experience, skills and abilities relevant to the job.

Try to stay away from 'so what' statements i.e. I am hardworking, honest and reliable. So is everyone else who is applying, as an employer I wouldn't expect anything less, tailor your profile to the job.

Key Skills and Experience

This is an important section if you want to highlight important skills and experience that may otherwise not be immediately clear to the employer. This might be because you have not worked in the industry for some time, you have not worked in the industry and want to highlight transferable skills, the industry you wish to work in requires specific skills and technical experience i.e. use of machinery.

Career/Employment Summary

List in chronological order (most recent first and work backwards). Include the company name, location, dates you were employed, job title and details of responsibilities.

Try not to leave gaps, think of the things you were doing while not working i.e. were you retraining, caring for a family member, bringing up your family?

Employer, location

From – To

Job Title - Concise details of responsibilities.

Education, Training & Qualification

If required this section could be split into 2, for example if you have a relevant degree and recent training and you would like both of them to appear at the top of a list. Alternatively if you have no qualifications received at school, you may choose to put **Training and Qualifications**.

List in chronological order (most recent first and work backwards). Include the Education/training provider, location, Title, grade received and dates you achieved the qualification. If the qualification has a lifespan, for example cscs card, food hygiene then only include them if they are still in date.

Training Provider, Location

Emergency First Aid At Work Level 2

April 2014

Principles of Manual Handling, Level 1

May 2015

Additional Information

This is a useful place to put information that you may think might interest an employment, i.e. languages spoken etc

Interests & Hobbies

Providing interests and hobbies will tell an employer a little bit about you, be careful of saying you are keen on anything which others may find contentious i.e. shooting, hunting.

References

You do not need to put your references on your CV. You do however need to have them ready for an employer. Most employers ask for a 3 year checkable history, if you do not have references to cover that period you will need to find alternatives. Ask former tutors who have worked with you on training courses, you could also ask people who have a 'professional' job to provide a character reference for you. Always get someone's consent to provide their details as a reference beforehand.