

# Name

Email address Mobile number

## Personal Profile

*This is a paragraph about you, which gives the employer an impression of who you are and key facts about the kind of person you are, what your strengths, preferences and values are. It is usually written as a series of fragmented sentences e.g. creative individual, extremely passionate about ... highly motivated with extensive knowledge and experience in...rather than I am a creative person...*

## Core skills

*This is a bullet point list of your core skills which tells the employer what you can do. Each one needs to be a sentence, rather than just a word. Make sure they are relevant to the role you are applying for e.g.*

- *Good negotiation skills, establishing strong stakeholder relationships with a wide range of suppliers*
- *Strong problem-solving skills, calm and organised under pressure*
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## Key Achievements

*This section tells the employer what you have done. Include anything relevant to the role you are applying for and put a sentence or two for each bullet point/achievement. Use quantitative measures where possible e.g. I managed a team of 10 people, I controlled a budget of £50k, my project delivered benefits of £150k, I won 5 medals/awards etc.*

*Think about how you want to present yourself, are you a manager or a leader, a supporter or an achiever? Choose your language carefully, use powerful words. Words like efficient, effective, capable and organised are appropriate for an admin type role, while words such as created, influenced, and directed show much more of a personal contribution. Project roles call for words like achieved, delivered and resolved, and for a managerial role, words like led, coached, mentored, motivated and liaised are more powerful than just saying you managed something.*

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**Employment: roles and responsibilities**

List all jobs in chronological (date) order, with the most recent one first.

State the company name, your role and the dates you worked there.

For each role, state your responsibilities and anything else relevant that you haven't already stated under achievements.

**Company Name** **Date started-Date ended/to present**  
**Role Title**

- Responsibilities.
- ...

**Company Name** **Date started-Date ended/to present**  
**Role Title**

- Responsibilities
- ...

**Company Name** **Date started-Date ended/to present**  
**Role Title**

- Responsibilities
- ...

**Education and Training**

List education and training in chronological (date) order, with the most recent first. If you've done a lot of training, include only the ones most relevant to the role.

**Training Course:** **Grade:** **Date:**

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**University/College/School**

**Qualification:** **Grade:** **Date:**

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**Interests:**

List any interests here; be careful what you include, think about what each one says about you.

**Personal Details:**

Address and landline phone number can be included here.

It is **not** a requirement to include your date of birth.