

Example CV (Skills)



Name

Location

Mobile Number

Email Address

PERSONAL PROFILE

A positive and informative picture of your professional self.

Record your main achievements and your most important qualities, skills & knowledge (in relation to your chosen industry). You can write about transferable skills too.

SELL YOURSELF)

SKILLS

Skills heading (according to the job description)

- Skill + how you used this skill on the job
- Skill + how you used this skill on the job

Skills heading (according to the job description)

- Skill + how you used this skill on the job
- Skill + how you used this skill on the job

WORK EXPERIENCE (start from the most recent first)

- Job title or role/Name of company
- Job title or role/Name of company
- Job title or role/Name of company

QUALIFICATIONS, TRAINING & EDUCATION

Record details of relevant education & training – gained at school, college or work. Include dates studied & full name of qualification + grade. Start with the most recent first.

-
-
-

Example CV (Skills)



ADDITIONAL INFORMATION

Use this space to list any achievements, awards or information that do not fit under the other headings, but which might just give you the edge of someone else.

Examples might be:

- speaking another language (include at what level)
- any memberships to trade bodies
- any specialist permits to work
- full clean driving license
- any additional training that might be useful in the workplace (eg. First aid training, include name of training provide & date)

But make sure you only include ones that demonstrate something positive about yourself and /or are related to the industry or role you want to pursue. Stating you like watching TV and playing Xbox probably won't attract employers! Nor will awards gained when you were at school, unless you're under 21 years of age!

REFEREES

This is optional because an employer will ask you for these if they offer you a job.