
Your CV should not be longer than 2 pages. There is no need to put Curriculum Vitae on the page as employers will know. Arial size 11 or 12 is a standard format.

Full name (in bigger letters and bold to stand out)
Home address
Home phone number
Mobile phone number (make sure there is a sensible voicemail message)
Personal email address (make sure this is sensible)
Date of birth (optional)

Personal statement

Your personal statement should be no more than 50 words and describe how you can help an employer to prosper. Be careful to avoid clichés and try to back up what you are saying with evidence.

Education, training and qualifications

List any relevant courses and qualifications with the grade/level if appropriate in the following format

Dates from and to place of study and address
Course/qualification grade

Work Experience

List your employment history in reverse order, starting with your most recent job first. Include any work experience from school and any unpaid experience in the following format.

Date from and to your last job title company name and address
Summary of responsibilities

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Key skills and achievements

Focus on the skills and experience that support your personal statement. List up to 5 examples- explaining what you did, how you did it and what was achieved.

-depending on the job you are going for, you may want to separate out any relevant software you can use

Systems used

- Microsoft office packages including publisher, outlook, word, excel and access.
- Corel draw
- Photography software

Hobbies/interests

Show an employer that you are a well-rounded individual and demonstrate your dedication

References

Provide two references (usually people you used to work for or school/college tutor) make sure this person knows they are a referee for you.

NAME

HOW THEY KNOW YOU E.G TEACHER

CONTACT DETAILS

NAME

HOW THEY KNOW YOU E.G EMPLOYER

CONTACT DETAILS