CV TEMPLATE

The template below identifies the various sections you should include in your CV and will help you to think about what you need to include. To get you started, make notes in the right hand column.

CV TEMPLATE

PERSONAL PROFILE	My notes
➔ What are your key strengths and skills? ➔ What makes you stand out professionally? ➔ What are your personal and professional goals? **TIP:** Think about what will make you stand out and be specific – why are you suitable for this job? Remember that this will need to be changed when you apply for each job.	

EMPLOYMENT HISTORY	My notes
➔ Where have you worked? ➔ What were your roles and responsibilities? ➔ What were some key achievements in each job? **TIP:** If you don't have much **formal** work experience, you can include voluntary work, work placements and any work that you may have done for a family member.	List in date order, with the most recent first.

EDUCATION	My notes
➔ What qualifications do you have? ➔ Have you done any training courses or further education? **TIP:** 👍 Include subjects and grades – in particular qualifications in maths, English and science. You can also include your Prince's Trust programme here.	List in date order, with the most recent first.

KEY SKILLS	My notes
➔ What are you good at? ➔ What skills have you gained through your life experiences? ➔ What examples do you have to back up each of these skills? **TIP:** 👍 Look back at the Identifying your Skills section to guide you.	

KEY ACHIEVEMENTS	My notes
➔ What are you most proud of? ➔ What have you achieved that will make you stand out from other candidates? **TIP:** 👍 Think about times when you have done more than you were expected to.	

INTERESTS	My notes
➜ What do you do in your free time? ➜ What clubs are you/have you been part of? ➜ Can you draw any skills from these interests? **TIP:** Make sure you can back up anything you list here with examples.	

REFERENCES	My notes
➜ Who could write you a good professional, educational or character reference? Ideally this should be an old employer, but if you don't have one or you think they might give you a poor reference, think about who else might be able to do this. **TIP:** You can say that your references are available on request, but if you want to include anybody's name, check in advance that they are happy to give you a reference.	

Once you have filled in your notes you can create your CV. You will need to think about how you want your CV to look. If the information is **formatted** well, then it will be easier for an employer to see why you would be a good fit for the job. Usually CVs are split into sections, to make it obvious to the employer what skills, experience and achievements you have. The notes you made above for each area can be turned into the sections of your CV.