

- CV TEMPLATE -

YOUR NAME HERE

Home address here

Term address here

Home Tel. No. here

Mobile Tel. No. here

Email here (use a professional sounding one like firstname.surname@hotmail.com not a university account)

Nationality, Gender, Marital Status or Date of Birth can go here but it is not obligatory

CAREER OBJECTIVE

<This section tells the selector what type(s) of position you are looking for and should also include a bit about what you bring to the employment situation. Keep it short, focused and to the point. This is the one part of your CV that is likely to be read so make the most of it> An example Objective would be: "Looking to apply my degree knowledge on leading-edge software development projects and manage a development team within your organisation. I believe that this type of role would utilise both my technical ability and my strong communication skills."

EDUCATION

<Your Degree/Diploma/Certificate and grade (or expected) go here>

<dates you attended go here>

<The college or University you attended goes here>

If relevant, list three or four courses from your degree/diploma/certificate here. Include any areas of specialisation or final year projects you covered too for added strength

<A Level/IB/Highers/HND subject/s or equiv. and grades go here>

<dates you attended go here>

<The sixth form or college you got it from goes here>

You can summarise qualifications you attained before the above but no more detail is expected.

WORK EXPERIENCE <If you have more than one year of full-time work experience you might want to put your work experience before your education. They should appear with the most recent first. However, if you did a placement add it first in the list and list the remaining jobs under OTHER WORK EXPERIENCE>

<Employer and location go here>

<The dates you worked there go here>

<Job Title here. Google it for a full description>

<In this first, short paragraph introduce the reader to the company and the department/product/area you worked on/with. Use no more than two to three sentences>

- <Bullet points are useful here too. This helps the selector find key information and is easy on the eyes. If possible, the first bullet point for each position should contain a "success." We're looking for a situation where you've gone above and beyond in a work situation; grew revenues, saved time and money, won an award, or consistently performed at a superior level. Try to quantify the achievement as much as possible>
- <If you have another success point to put in, put it in here. If not, then you can start putting in your job responsibilities. Think about your most important job responsibilities and how they relate to the position, or types of positions you will be applying to>
- <Write down four or five of your key job responsibilities. Use positive words but do not use untruths – you will likely be found out at the interview or reference stage.>

- <Employers are looking for three main things: Can you do the job? (do you have the skills). Will you do the job? (are you motivated to do the job), and do you get along with people? Keep these things in mind when you are writing your CV>
- <Finally, keep in mind the position(s) you are applying to. Your CV should be targeted towards the requirements of the type of positions you are applying to.

<Employer and location go here>

<The dates you worked there go here>

<Job Title here>

<Again, as with the most recent position (above) you can follow the same format, SEE ABOVE.

- <Use five or six bullet points to describe your successes and job responsibilities>

SUMMARY OF ACHIEVEMENTS OR SKILLS

- <Typically this section would include technical or language skills but to make it relevant to the job read the skills that the job requires and put them into this section>
- <Bullet points work well here, they're easy to read>
- <Those reading your CV can pull out key information quickly>
- <Use this section to elevate your application by pointing out some of your biggest successes so far>
- <If you've recently graduated, put your degree/diploma near the top of this section, if you graduated more than two years ago you might still want to have it in this section but nearer the bottom of the section.>
- <If you've saved the company money, increased revenues, saved time, whether directly or indirectly, these are all achievements you should consider putting here or in your CV>
- <If you've won awards related to your career or jobs your applying for, consider putting them here>
- <Don't use more than 6 or 7 bullet points in this section as the bullets down the bottom have less chance of getting read, and the layout starts to look crowded>

(PROFESSIONAL DEVELOPMENT AND TRAINING COURSES if applicable)

<If you have taken these types of course here's where they'll be listed.>

INTERESTS

<This section just shows the reader you have a life! Use bullet points to briefly cover things you do outside of studying or work. Don't just list things. If you like swimming say you love swimming because you like to keep fit or present things differently instead of saying you like shopping you could say you have an interest in fashion and trends. Remember to mention achievements and try and relate them to the job you are applying for.>

REFERENCES

Excellent references available on request <Use this term if you have excellent references which will usually be a lecturer and a previous boss>

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