**Your Name**

emailaddress@email.co.uk – mobile phone number here

100 Example Street, Example Town – IG6 EME

**PERSONAL STATEMENT**

In this area, you should use a few lines only to give a short explanation of why you would be a good fit for the role you are applying for. Avoid listing your skills here as you are more likely to show up to employers searching for CVs for ‘Work Experience’.

Use this space to outline your professional goals and attributes. Don’t forget that if you want to give a more detailed description of yourself, you can include this within your cover letter.

**WORK EXPERIENCE**

**Job Title – Dates of Employment** (date format should be month and year e.g. February 2010 – April 2013

Company Name – [www.examplecompany.co.uk](http://www.examplecompany.co.uk)

Location

Jobs should be listed in order of the most recent. You must include dates within each job as this will help employers get a better understanding of your career path. You must also list your responsibilities and skills because these keywords will help your CV to be found on search sites.

Responsibilities:

* Provide any key achievements and skills used for this role
* Avoid softer phrases such as ‘high energy’ and include clear skills used within your role. E.g. ‘Competent with Eclipse Database’
* Provide as much information as you can, giving an employer reason to contact you

**Job Title – Dates of Employment**

Company Name – [www.examplecompany.co.uk](http://www.examplecompany.co.uk)

Location

For any previous jobs, it is best to keep the details a little shorter. You should still include your employment dates and key skills used.

Responsibilities:

* Avoid using any cliché terms that don’t make you stand out
* Remember to tailor your CV to the requirements of each job application
* Don’t ‘waffle’ too much. Be concise and stick to the main information.

**EDUCATION**

If you don’t have much work experience, don’t panic. You can use your education information to your advantage. By expanding on the skills used to reach your goals, you can still impress an employer. Always start with the highest level of education you have and work your way backwards.

**BA (Hons) 2:1, Subject Name – September 2005 – June 2008**

University Name

* Add a few bullet points on what your goals at university were, the skills you gained and how you used them to reach your goals
* Remember to add in any skills you have that are relevant to the job you are applying for. This will help your CV to stand out

**A-Levels September 2003 – June 2005**

School/College name,

Location

English Language: A

Theatre Studies: B

Music: C

**GCSE’s September 2001 – June 2003**

School/College Name,

Location

English: A

Maths: C

Science: B

History: B

Music: A

Drama: A

French: B

**PERSONAL INTERESTS**

Use this area to list (in bullet points or a table) your personal interests and hobbies. This is a good opportunity to discuss any passions you have that might assist you with standing out for the job. E.g. A hopeful Copywriter may list that they enjoy reading and writing a blog/poetry in their spare time.

**REFERENCES**

References are available upon request.