

1. Contact details

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CV Template

First impressions count! This is why a CV is so important, as it is the first impression an employer will get of you. This template demonstrates a basic CV layout which you can personalise to create your own!

2. Personal Profile

Your personal profile is 4-6 lines about you. Summarise yourself whilst considering the role you are applying for and making it relevant to this. Use the job description and person specification to help.

3. Education

In this section you need to list your qualifications (prioritise English, Maths and any qualifications relevant to the role). You need to state the name of the qualification, the school/ college/ university, the grade and the date achieved.

Example:

GCSE Qualifications - Inspiring Choices School - Achieved 2022

- English Language - Grade
- English Literature - Grade
- Mathematics - Grade
- Art and Design - Grade

4. Employment/ Work Experience

Include information about any employment or work experience you have gained. This includes the employer's details, the dates (from - until) and a summary of your roles and responsibilities. This should be in order of the most recent first.

Example:

Inspiring Choices Café, Lord Mayor's Walk, York

Waiting Staff (June 2021 - April 2022)

When employed at Inspiring Choices Café my role was primarily front of house greeting and serving customers, however I was sometimes required to assist in the kitchen. This demonstrates that I have excellent customer service skills and also highlights my ability to multitask and work in a high pressure environment.

5. Hobbies and Interests

First impressions are very important and the employer wants to get to know you. Provide details of your hobbies and interests and demonstrate how they provide you with transferable skills relevant to the role.

Example:

In my spare time I enjoy playing football for the local team. This demonstrates my ability to work well as part of a team and also shows my passion for sports and fitness. I also coach the under-16 team on a Saturday which I love doing as I really enjoy inspiring and encouraging the young players. This shows that I have effective leadership skills and also highlights my commitment as this is something I do every week.

6. Other Achievements

If you have any other achievements this would be a good place to detail them. Examples of other achievements could be speaking an additional language, playing a musical instrument or gaining an award (e.g. Duke of Edinburgh Award).

7. References

It is recommended that you leave out reference details at such an early stage as the employer will ask for these at a later date if you progress to an interview. To do this, simply write 'References available on request'. This gives you more options if you wish to change your references later in the recruitment process. However, it is a good idea to have prepared your references for when the employer requests them. Make sure your referees are aware and have given prior consent for you to use them!

Example:

John Smith (Manager)
Inspiring Choices Café
Lord Mayor's Walk, York
Tel: 01234 5678910
Email: john@inspiringchoicescafe.co.uk