

CV template

Contact



Phone number



Email address



Home address

Education

In this section you need to list your qualifications (prioritise English, Maths and any subjects relevant to this role).

You need to state the name of the qualification, the school/college/university, the grade and the date achieved. For example:

GCSE Qualifications

Inspiring Choices Secondary School

Achieved 2022

English Language, Grade

English Literature, Grade

Mathematics, Grade

History, Grade

Skills

List your transferable skills here.

Demonstrate them in more detail through your work experience or hobbies and interests. You can also provide further examples in your cover letter.

Summary

Your personal profile is a short summary of yourself. Think about any career goals that you have. Consider the role that you are applying for and make it relevant to this. Use the job description and person specification to help.

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.

Role

Company

Dates you worked

- Include details on your main roles and responsibilities.
- What skills did you develop and can you provide a specific example?
- Make this relevant to the role that you are applying for - think about what skills or responsibilities are detailed in the job description or person specification.

Hobbies and interests

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

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).

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.



- Keep your CV clear and concise.
- Check your spelling and grammar.
- Tailor your CV to the specific job role by referring back to the job description and person specification.