

STANDARD EXAMPLE CV

Your Name
Date of Birth
Address
Contact Telephone Number
Email Address

PERSONAL STATEMENT

Your personal statement is a brief description of your personal qualities, experience, skills and strengths. Its aim is to encourage potential employers to continue to read the rest of your CV.

EDUCATION

Starting with secondary school education include any other further education which you attended. Remember not to go back any further than secondary school.

Dates : **School Name, Address**
Qualifications/Grade
(List your qualifications starting with the highest grade first)

Dates : **College/University Name, Address**
Degree/Course Title/Grade
(You could include brief details of what was covered in the course)

Dates : **Professional Study, Address**
Course Title/Grade

TRAINING

Explain details of any professional training undertaken at work including any other office related qualifications such as typing qualifications and courses.

Dates : **Training Courses**
Qualifications or skills achieved
(You could mention the details of any training undertaken)

EMPLOYMENT

Explain your employment history in detail along with reasons for leaving in reverse chronological order starting with your most recent employer.

Dates of Employment : **Company Name, Address**
(i.e. May 2000 - Present)
Job Title
You can give a brief introduction to what the company does and explain the responsibilities you held within each role.

Key Achievements

- Provide a list of the key achievements achieved within each role
- Try to show evidence and examples of what was achieved and how you achieved this.
- Provide enough information as possible to entice employers

Reason for leaving : *Explain why you left/or the reasons for wanting to leave.*

