



## CV Template

### Your Name

**Address:** Street, Town, POSTCODE

**Email:** yourname@email.com **Telephone No:** 07123 456789

#### Profile

(This is your chance to introduce yourself. Be concise – aim for a short paragraph, and be specific - hit all the key skills/experience requirements mentioned on the Job Description. Give an overview of your background (qualifications, relevant work experience etc.), what you're most passionate about and what you're looking to achieve. Aim for no more than 50 words and make each sentence a strong selling point.)

#### Education

(In chronological order, most recent first, give details of your educational qualifications)

Sep 2020 – Jun 2021 **MA/MSc Subject** – awarded Pass/Merit/Distinction  
Name of University  
Detail modules studied/Dissertation title

Sep 2017 – Jun 2020 **BA/BSc (Hons) Subject** – awarded third/2.2/2.1/1st  
Name of University  
Detail modules studied/Dissertation title

Sep 2015– Jun 2017 **A-Levels in Subject (A), Subject (B), Subject (C)**  
Name of School, City

#### Employment

(Describe where you have worked, what your role was/is and your key achievements to date. If you have an extensive career history then you can give your most recent roles in depth, and the less recent/relevant roles can go at the bottom in a summary – all should still be in chronological order, most recent first).

Employer	Job Title	(Dates of Employment)
		09/2013-01/2014

Give a brief summary of your key duties and responsibilities.

#### Key Achievements:

- Bullet-point your key achievements. This could include awards, promotions, managerial praise, targets met, results achieved, additional responsibilities earned etc.

Employer	Job Title	(Dates of Employment)
		09/2012-08/2013

Responsible for...

Duties included...

Additional duties included....

### Key Achievements:

- Successfully completed...
- Was awarded.... in recognition of .....

Etc.

### Key Skills

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(This is your chance to really show that you have what it takes to do the job you're applying for! Try to only list skills relevant to the position – refer back to the job description. Don't just describe the skills you have, actually mention when you have used them or when they were required. It is fine to use more personal examples but only when they are strictly relevant.)

#### Type of skill

- Evidence you have this skill

#### Another skill

- Further evidence

Etc.

### Professional Training and Personal Development

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(Highlight any other courses or training you have completed through either work or studies, or by choice.)

September 2015

**Title of Course**

Where course was taken/awarding body

Member of ABC (type of membership) since August 2016

### Interests & Activities

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(Give some examples of your hobbies and interests - try to expand on them rather than just listing things. Don't put things like socialising, partying, or shopping down as these can give a negative impression. Instead give examples which may be relevant to the job or show you have a particular nature, or show you aren't boring and are a well-rounded person. This allows the employer to imagine better how you might fit into the team, and may provide a talking point for your interview.)

- *[social activities]*
- *[any particular interests]*
- *[any voluntary/personal development activities]*
- *[any fitness/wellbeing activities]*

### References

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Best not to give the game away yet as this is personal information. Instead, just state:

*References available upon request*