**NAME**

Write your contact details across the page (saving space) – using two lines if necessary. Include your landline, mobile and email

Make sure that the whole CV is short and clear, and no longer than 2 pages.

**PERSONAL PROFILE**

This is optional but should be a short paragraph highlighting your relevant experience, qualifications and skills and a career objective. Always tailor the profile to the specific role you are applying for.

**EMPLOYMENT HISTORY**

This is the section which raises more questions at interview. Write in reverse chronological order your employment history, starting with your first job if relevant, through to your most recent. Include your job title, the organisation you worked for and dates (just the year is sufficient). Only add those which add to your experience and skill base relevant to the job you are applying for. Think about listing **key responsibilities** and **key achievements** in each job. This is where you can link your work experience to the skills you highlighted in your Personal Statement.

**EDUCATION**

Dates of study Qualification Place of study Grade

Write in reverse chronological order with school, college, university and further qualifications in that order.  Include the dates of study, name of your courses and where you studied, as well as the mark that you received. You can also list any other short courses of training, qualifications or projects you may have completed during a course of training.

**ACHIEVEMENTS**

Did you win any prizes or awards, have a position of responsibility, captained a team, organised an event or were recognised for anything else you have done? What about any other extra-curricular activities? You should include those which support your application/CV.  A popular subheading is ‘Responsibilities, Interests and Achievements’ usually towards the end or page 2 of your CV.

**SKILLS**

Tailor this section to the skills the employer/recruiter wants. This could be a combination or technical and soft skills. If you have already demonstrated some skills required for the role elsewhere on your CV, then you do not need to repeat yourself here. It is common to have languages, IT and manual skills here.