**NAME**

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

**OBJECTIVE**

Briefly state **exactly** what it is you want – what job are you applying for. Don’t waffle.

**PROFILE**

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

**EDUCATION**

Write in reverse chronological order.  Don’t forget to include your degree(s) including the institution where you studied, your degree title(s) and the passes you achieved. If you are applying for your first post after graduating, then this section can do more than just list your educational achievements: you can highlight units, modules and projects from your degree course which are relevant to the post you are applying for.  For instance, final year projects area useful to promote as they provide evidence of project management skills. You may want to add information about your secondary education especially if it shows skills such as languages.  Stating your ‘A’ levels is a good idea but avoid lists of your GCSE’s.  You could say which school you attended.

**EMPLOYMENT**

This is the section which raises more questions at interview. Again, write in reverse chronological order including your job title, the organisation you worked for and dates (just the year is sufficient).  You could add relevant jobs you did as a student.  Only add those which add to your experience and skill base relevant to the job you are applying for.  Be careful that you do not write a job description but write about what you achieved in that job starting each statement with an action/power word.  This is where you can link your work experience to the skills you highlighted in your Personal Statement.

**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. You can highlight transferable skills and qualities through this section. If you have limited achievements to offer, then leave this heading out and replace it with another heading more relevant to your experience.

**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 common to have languages, IT and soft skills here.