

CV Template Sample

Curriculum vitae (CV) otherwise known as **Resume** is basically a summary of your education, skills and work experience required to apply for jobs. It is a tool that will help you identify your unique abilities to employers. There are a wide variety of CV templates. You can find some on the '**File**' section of any Microsoft word document. NHS jobs or Trac jobs which means you can edit and make sure that anything you mention including professional qualifications and relevant trainings. A CV should be at least 2 pages long (1 sheet) and should include the following as listed below:

Contact details

Include your full name, home address, mobile number, and email address.

Personal Statement

Your personal statement should be a short paragraph (80 - 100 words) highlighting your key attributes that will help you stand out from the crowd. Pick relevant achievements and skills, while expressing your career aims. It's usually good to focus on the sector you're applying to.

Employment History

(Organisation – Position, Month Year – Month Year)

List your work experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. Include your job title, the name of the company, how long you were with the organisation and use bullet points to describe your key responsibilities.

Education

(Learning Institution, Qualifications obtained, (date started – date completed)

List and date all previous education, including professional qualifications.

Place the most recent first. Include qualification type / grades, and the dates.

Skills and achievements

List any skills you feel are relevant to the role e.g., good communication skills, IT packages you can competently demonstrate or any foreign languages you speak.

References

You don't need to provide the names of referees at this stage. You could write 'references available upon request'