-Louise Hansen **-**

Professional Job Title

City / Address | name.surname@email.com | 000.111.2222

**Professional Statement / Introduction**

This is your chance to summarise your experience and highlight a few strengths and qualities.

Eg. I have more than **X** years’ experience in **X**, am qualified in **X** and can demonstrate skills in **X, Y and Z**. I have skills in **X and Y**, from working in **X (say what you can bring to the role you are applying for) and can bring these skills to a role in** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Hint:** Tailor this to the job you are applying for using words from the job description.

You should customise or make changes to your CV for every job you apply for.

Finish by specifying what you are now looking for from a job:

Eg. ‘I am now seeking a role in the X industry, where I can bring my relevant experience and develop my skills working as part of a dynamic team.

**Work Experience**

Format: Job Title

 Dates worked:

 Responsibilities / Achievements: Write about you did in this role and what the results were

Eg. **Instead of**: I set up spreadsheets and updated these daily

 **Write**: ‘Increased overall productivity by 10% over the year, through working with spreadsheets

 to track productivity of products.

 You can apply this to any job you have worked in.

 Use bullet points for your achievements and list 2-3 of the main ones.

Note: Go back in your last job history to the last 10 years – this will be enough. If you have worked in one job, you may want to list more achievements over this time.

 **Skills**

|  |  |
| --- | --- |
| * Project management
 | * IT – Word, PowerPoint, Outlook, Excel
 |
| * Customer service
 | * Book keeping
 |
| * Exceptional written and verbal communication
 | * Social media management
 |
| * Thorough with excellent attention to detail
 | * Organised to meet deadlines
 |

**Useful tips:**

* Add in skills that align with the skills asked for in the job specification
* Order your skills in the same order as that listed on the job spec
* Keep your formatting and layout of work experience the same throughout.
* Start from the most recent employment, and work backwards in chronological order.
* Start with your education, skills and reference sections and come back to write the personal statement.

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**Work E****xperience**

Job title – Employer

Dates worked

* Use bulleted lists to describe your main responsibilities and achievements briefly.
* Start every bullet point with an action verb, such as ‘managed’, ‘improved,’ ‘coordinated’ or ‘implemented,’ especially when describing your previous accomplishments.
* Be consistent with the tense you’re using.

What to remember:

* Tailor your descriptions to the role you’re applying for by reorganising bullet points. The easiest way to do it is to put the most relevant tasks closer to the top of your descriptions.
* Quantify your responsibilities and achievements wherever possible, such as increased sales, improved customer satisfaction or reduced complaints by 12.5%.
* ****Compare your resume with the job description to ensure you’ve covered the main job requirements and included the relevant keywords. It’s important to sprinkle those keywords all over your resume.

**Education**

Qualification and subject - Grade

Dates from - to

University or Institution, Location

Qualification and subject - Grade

Dates from - to

University or Institution, Location

**Interests**

* Adding extracurricular activities is a great way to demonstrate your interests and individuality.
* Keep this section professional and relevant by linking it back to the role you are applying for. Show you it is relevant to the job you’re applying for.

**References**

* You can use an employer, a teacher, or a mentor – include name, email and contact telephone number.
* Remember: Always ask the person first if you can use them as a reference.