|  |  |
| --- | --- |
| Firstname Lastname | 123 Street, Town/City, County, PO57CDE  Mob +44 (0) 7123 456789 ⚫ Tel +44 (0) 1234 567890  Firstname.lastname@email.com ⚫ Linkedin.com/in/yourname |

Profile

A brief personal summary highlighting the key skills and personal qualities that make you suitable for the role. This must be highly tailored to match the role description. It should be a maximum of 4-5 lines.

Skills

* **Key Skill** – Brief description of the skill and how you use it.
* **Key Skill** – For management, you’ll be expected to have technical skills and interpersonal skills.
* **Key Skill** – Include hard technical skills that show off domain knowledge and experience.
* **Key Skill** – Include people and task-management skills that show you have leadership qualities.

Experience

|  |  |
| --- | --- |
| **Company 4**, Town/City | |
| *Job Title* | (MM/YYYY) - Present |

In chronological order, with most recent role first. When writing your experience section for a management position, be sure to focus on the teams you managed and the outcomes they were able to achieve. Tailor your CV by focusing on skills and accomplishments that relate to the role applying for, rather than a list of day-to-day duties.

|  |  |
| --- | --- |
| **Company 3**, Town/City | |
| *Job Title* | (MM/YYYY) – (MM/YYYY) |

Try replacing some of your duties with measurable results and accomplishments. “Duties tell; accomplishments sell!” To create a strong measurable result, use the CAR method: Challenge, Action, Result (Outcome)

|  |  |
| --- | --- |
| **Company 2**, Town/City | |
| *Job Title* | (MM/YYYY) – (MM/YYYY) |

Keep your sentences short and to-the-point. Use bullets to make each point clear. This will make it easier for the reader to absorb your qualities. For more recent positions, emphasise your management skills. Older positions tell a story of how you grew your technical knowledge and skills.

|  |  |
| --- | --- |
| **Company 1**, Town/City | |
| *Job Title* | (MM/YYYY) – (MM/YYYY) |

Future employers like to see how your career has progressed – make sure you show how your responsibilities and achievements have grown over time. Don’t be afraid to leave details of roles or responsibilities off your CV if they are not relevant to the position you are applying for. It is normal to have less detail, the older the position.

Education and Qualifications

* **Degree title and classification, Year of Graduation (YYYY)** *(if applicable)*  
  Institution Name, Location.
* **A-Levels, vocational training, GCSEs** *(brief summary only for older applicants)*

Institution Name, Location.

* **Additional Qualifications**For example project management, languages, use of specialist software packages.

This CV template is provided free to download and use by Georgie Blackburn Careers. If you need further help with any aspect of compiling your CV get in touch with Georgie: <https://www.georgieblackburn.co.uk/contact>