

First Name Second Name

Address Line 1,

Address Line 2,

TOWN/CITY,

State/County, Zip/POST CODE.

T: telephone number M: mobile/cell phone number

E: your email address

Profile:

Summarize your attributes (e.g. flexible), competencies (e.g. time management) and work experiences, try to emphasize how much industry experience you have in total. Keep it brief and informative, formal rather than informal. You only have 30 seconds to impress the recruiter, so try to make the narrative flow rather than plonk down a series of individual thoughts, as this will make it easier to read and keep the recruiter’s attention. The maximum length of your CV should be two pages (or 1 sheet of paper, printed on both sides).

Education and Training:

Feb 2000 - July 2002

Academic Level Awarded, Course Title, Course Provider’s Name

Feb 1999

Course Title, Course Provider’s Name

You can either list the education and training courses you’ve attended together, as shown, or you can separate them, either way it should be in reverse chronological order. Training is usually considered to be a shorter course, up to roughly 10-days, even if its carried out over several weeks or months.

Key Achievements:

- List of what you consider to be the main achievements from your recent employment history.
- List of what you consider to be the main achievements from your recent employment history.
- List of what you consider to be the main achievements from your recent employment history.

Career History:

Name & Location of employer

Oct 2002 - present

Job Title

Give a brief description of the work you did. List only those jobs you have held in the last 10-years as these will be more relevant to your new employer.

- List an achievement specific to you from your time at this employer. For example, a project you have led or played a particular and/or significant role in.
- List an achievement specific to you from your time at this employer. For example, a project you have led or played a particular and/or significant role in.

Name & location of employer

Aug 1993 - Feb 2000

Job Title (Dec 1995 - Feb 2000)

Give a brief job description. If you have had two jobs with the same employer i.e. you were promoted or moved into a different job, separate them as shown to reflect this period of employment more accurately. You may need to adjust the formatting a little, to keep things together, but leave that task until the end.

- List an achievement specific to you from your time at this employer. For example, a project you have led or played a particular and/or significant role in.

- List an achievement specific to you from your time at this employer. For example, a project you have led or played a particular and/or significant role in.

Job Title (Aug 1993 - Nov 1995)

Give a brief job description.

- List an achievement specific to you from your time at this employer. For example, a project you have led or played a particular and/or significant role in.
- List an achievement specific to you from your time at this employer. For example, a project you have led or played a particular and/or significant role in.

Previous Career History:

- Only include this section if your employment history is longer than a decade. List the job titles you have held in the past, giving approximate dates if possible. While time would have made these periods of employment less relevant to your new employer, be prepared to explain possible transferable skills.

Professional Memberships:

- List any professional organizations you may belong to, giving your level of membership (e.g. licentiate).

Interests:

- List your interests outside work (e.g. Photography) making mention anything of note, such as winning a photographic competition or having a picture reproduced in a magazine/newspaper.

References Given on Request

Give the names and contact details of your current employer and the most recent previous employer or your two most recent employers. Do not give either a relative or a friend, unless they specifically ask for a character reference, as they will not be able to comment on your competency to carry out the job.

Alternatively, you may prefer to advise your prospective employer that references will be provided upon request as these may change over time or in any given circumstance.