

What follows is a guideline template for a CV. It is offered in an attempt to save you time and effort. It is a subjective submission, so do feel free to make your own changes.

By way of explanation, phrases written in italics are there as commentary on content and should obviously not be included in your CV!

Two points about a CV – firstly, no one ever got a job on their CV alone. CVs get you interviews; you get the job from the interviews. As such, less can be more with a CV and try to keep it relatively succinct. That said, think of a CV of being a document you can use to frame your experience in the way in which you want it to be presented – so use it positively.

In terms of style – use bold, capitals and underlining effectively and consistently in order to make content easy on the eye and to break information up into “bite sized chunks”. Use bullet points for the same reasons.

It goes without saying, but always tell the truth!

## CURRICULUM VITAE

### PERSONAL DETAILS

**Name:**

**Address:**

**Home number:**

**Mobile:**

**Personal Email address:**

*It is now illegal to discriminate on grounds of age, so please do not enter your date of birth. Adding your marital/familial status is completely up to you.*

### EDUCATION

**Establishment for Post Graduate Education      Dates**

Details of Qualifications

**Establishment for Degree      Dates**

Details of Qualifications

**School      Dates**

A Levels with grades

Number of O Levels/GCSEs

*In all of the above, please do provide details of any awards, scholarships, passes with distinction, etc. Obviously, enter the class of degree which you achieved.*

### CAREER HISTORY

*Start with most recent first*

**Firm/Company/School      Dates**

**Job Title, Department      Dates**

*If you have held more than one position with this employer, list all of the positions held here.*

**Main Responsibilities:**

*Use this space to write between 3 and 5 bullet points describing the main types of work you do. Keep it relatively brief. Don't forget to add any responsibilities you have for business development and supervision of others. Essentially, though use this section to give a broad overview of the type of work you do. If applicable, give details of financial/KPI performance.*

### **Examples of Work/Deals Done**

*Use this space to show your career highlights – pick between 4 and 6 pieces of work in which you have been involved which have stood out for you. Keep each brief – remember, this is to give a flavour which can be discussed at interview. Give details of any significant client wins if applicable. Use generic terms such as “FTSE 250 Company” or “Software company” if you need to maintain confidences and not name companies (or individuals).*

**Firm/Company**

**Dates**

*Repeat as above for previous employers.*

*NB – It's a matter of choice, but if you are now in a position of some seniority, you do not need to go into so much detail for positions which you may have held in the earlier part of your career.*

### **Additional Information**

*Use this space to add information about any professional or business bodies to which you might belong. Similarly, give any information about any relevant “extra curricular” work which is important to you and relevant to a future employer. Keep details of your interests brief – at best it may just be a case of you having something in common with an interviewer which will help to strike up some rapport.*

### **Referees**

*If you are happy to supply these, please do so. If not, just put “References available upon request”.*