

Sample CV

Firstname Lastname

Street address

Town name

G1 1CV

Mobile: 0101 101 1010

Email: email.address@email.com

Personal Profile

Many CVs start with a personal profile or career objective. This is your 'sales pitch', where you can grab an employer's attention. Keep it short and snappy and use it to highlight reasons why you're a good fit for the job.

Strengths

A strength is something you're naturally good at. A skill is something you develop with education and experience. Take some time to think about your personal strengths and how they apply to the role you are trying to secure. If you're unsure, check out [My Strengths](#) to work out what you're best at. The 'clever word play' article can also provide some inspiration on the types of strengths that might apply to you.

Employment

Great place

Job title

Sep 2011 – Present

Enter a minimum of one job in this section. List the employers you've worked for, with your most recent job first.

Remember to tick the 'this is my present employer' box if you're still in this job. If you're under 21, your work history will mean all of your previous jobs. However, as you gain more experience and the jobs you are applying for demand specialised skills and knowledge, include only those jobs that are relevant to the position. If you're a recent school or college leaver, list part-time or holiday jobs. You can also add any work experience placements or internships organised by your school, college or careers adviser.

Education and Qualifications

Great school, Town

Aug 2008 – Jun 2012

List schools, colleges and universities you've attended with the most recent first, and at least one establishment. Your qualifications may not always be directly related to the job you're applying for, but they're still important. You can create either a summary of your qualifications in a paragraph like this, or a more detailed list as below.

If you've recently left school, it's important to list your school qualifications in detail. If you left school a number of years ago, you should summarise your school qualifications and highlight more recent and relevant qualifications and training.

Higher Subject 1 (A), Aug 2012

Standard Grade - Credit Subject 2 (1), Aug 2011

Achievements

Great achievement, Town

June 2011

The achievements section of your CV gives you the chance to include any training or skills that may be relevant to the job. These might include foreign languages, a first aid certificate or a food hygiene certificate.

Interests

This section is probably more important for school or college leavers than someone with a lot of work experience, although it does provide an opportunity to show a side of you that may not shine through in your employment or education record. It can also be a place to highlight relevant voluntary work or if you've taken part in an activity or group which has given you skills which may be of interest to the employer.

References

Referee name

Job title

Company

Address

email.address@email.com

Referee name

Job title

Company

Address

email.address@email.com

If you'd prefer not to include reference details, simply leave the fields in this section blank, and the text 'references available on request' will appear on your CV instead.