



How to Write a CV - Example

Name

Home Address

Mobile Number

Email Address

Personal Profile

A summary to highlight your key skills and attributes, making it specific to the job you're applying for. This section should be approximately 100 words.

Education and Qualifications

Start with the most recent first.

Date School/college

A Level grades/predicted grades.

Date School

GCSE grades/predicted grades, including English and maths.

Work Experience

Start with the most recent first.

Date Company name and job title.

Main responsibilities.

Skills gained (teamwork, interpersonal, problem-solving etc).

Skills and Achievements

Explain how these particular skills and achievements would help you in the job you're applying for, for example:

I am skilled in using spreadsheet software. As part of my role at Joe Blog's Corner Shop, I had to maintain a list of stock and update it with sales and deliveries.

Interests and Activities

Try to keep these relevant to what the potential employer is looking for.