



Ariel 10pt Regular
Personal in Confidence

Ariel 20pt Bold
First Name, Last Name

Ariel 12pt Bold
Professional Qualifications (e.g. BSc (Eng), C Eng, MIEEE)

Ariel 14pt Bold
Professional Designation (e.g. Project Manager)

Ariel 12pt Regular

The CV summary should make an immediate impact. It should comprise a brief but descriptive profile backed up by key features of your professional experience, outlining your key skills and selling points. Ideally this should be punchy, precise and no more than three to five (15-word) sentences.

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Track Record and Experience

(List all previous experience in reverse chronological order as shown below. Include your job title or contract role, the name of the employer/client and start and end dates (years only))

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Date (e.g. 2005 – Present)

Ariel 12pt Bold

Position Held, Company Name

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A brief description of the position held/assignment completed. For longer or more complex assignments, it may be helpful to use the bulleted lists below (but this is not essential).

Outline of Responsibilities:

- Specific tasks which were required directly by the business, etc.
- Where your role influenced business decisions, direction, etc.
- Examples which showed your personal initiative, self-starter aptitude, etc.
- Tasks which involved team management, motivation, etc.
- Further responsibilities, etc. ...

Specific Project Work/Achievements:

- Successful projects you directed and their direct impact to the business, etc.
- Initiatives you implemented, etc.
- Direct improvements to the business as directed by you, etc.
- Further achievements, etc. ...

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Date (e.g. 1999 –2000)

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Position Held, Company Name

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A brief description of the position held.

Outline of Responsibilities:

-

Specific Project Work/Achievements:

-

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Date (e.g. 1998 –1999)

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Position Held, Company Name

Ariel 12pt Regular

A brief description of the position held.

Outline of Responsibilities:

-

Specific Project Work/Achievements:

-

...and so on. In the case of an exceptionally long career, or set of careers, it may be helpful to summarise more distant experience along the following lines:

Ariel 12pt Bold
Date (e.g. 1998 –1999)

Ariel 12pt Bold
eg Early Military Career

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Summarise a number of appointments, eg “Completed a number of command and staff appointments including the following:”

Then list as one-liners with basic dates and appointment titles

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Personal Profile:

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Nationality:

British, Australian, etc.

Date of Birth:

Date/Month/Year

Professional Qualifications:

Degrees, diplomas etc with college identity

Computer Skills:

Microsoft Word, Excel, etc.

Languages:

Conversational French, etc.

Professional Memberships:

eg Inst of Electrical Engineers
British Computer Society
Institute of Personnel and Development

Personal Interests:

non work-specific activities eg hobbies, volunteer work etc