CURRICULUM VITAE

Forename Surname

Title **(if applicable)**
Location: [City, Country]
Mobile: [Your Contact Number]
Email: [Your Email Address]

PERSONAL STATEMENT

A concise and compelling summary that introduces your **strengths, skills, and career goals** to prospective employers. This section should highlight your **unique qualities** and what makes you stand out from other candidates.

(Note: For university applications, a personal statement will typically be more detailed.)

SKILLS SUMMARY

A snapshot of your **key skills, expertise, and accomplishments**, tailored to the job role you are applying for.

CAREER HISTORY

List your **most recent** position first, including:

Company Name | Location
Job Title | Dates (Start – End)

Key Responsibilities:

- Clearly outline your duties, emphasising **skills and knowledge** gained.

- Mention any **industry-specific software or tools** you have experience with (e.g., Sage, Xero).

- Reduce detail for older roles unless particularly relevant to the position you're applying for.

Key Achievements: *(Optional but recommended)*

- Highlight measurable successes, such as *"Exceeded sales targets by 20% for three consecutive years."*

(Tip: Address any employment gaps with a brief, professional explanation.)

EDUCATION & TRAINING

(Position this section at the top or lower in your CV, depending on its relevance to the role.)

Qualification | Grade | Institution | Year

INTERESTS & HOBBIES

Keep this section **concise**—mentioning relevant hobbies can help showcase your personality and might even create common ground with the interviewer.

(Tip: If your hobbies don't add value to your application, it's okay to leave this section out.)

REFERENCES

Available on request

This structured approach ensures your CV is **clear, professional, and impactful**, making it easy for recruiters to quickly assess your qualifications and suitability for the role.