

Standard skill based CV template

Your full name

Home address

Home telephone number

Mobile number

Personal email address

Personal Profile

Personal statement should be no more than 100 words. It should be between 5–7 lines and contain a sentence about your skills and qualities which make you suitable for the role you are applying for.

Key Skills& Achievements

Focus on 4–5 key skills and achievements that support your application and demonstrate to the employer that you will be a valuable acquisition. Explain what you did, how you did it and what was achieved. Try to quantify achievements as it looks more impressive.

[Key Skill 1 i.e. Customer Service]

[Provide examples/evidence here]

[Key Skill 2 i.e. Team Work]

[Provide examples/evidence here]

[Key Skill 3 i.e. Communication]

[Provide examples/evidence here]

[Key Skill 4 i.e. IT]

[Provide examples/evidence here]

[Key Skill 4 i.e. Leadership]

[Provide examples/evidence here]

Employment History

On a skill based CV there is no need to include a long list of previous jobs that you undertook. Save space by compressing each job into shorter descriptions, or just include the job titles, date and company name.

| | | |
|--------------------|----------------|--------|
| [Start & End Date] | [Company Name] | [City] |
| [Job Title] | | |

| | | |
|--------------------|----------------|--------|
| [Start & End Date] | [Company Name] | [City] |
| [Job Title] | | |

| | | |
|--------------------|----------------|--------|
| [Start & End Date] | [Company Name] | [City] |
| [Job Title] | | |

Education & Training

List any relevant courses and qualifications with the level or grade if appropriate.

| | | |
|--|-----------------------------|--------|
| [Dates Attended] | [University/College/School] | [City] |
| ▪ [Qualification title/subject/grade/level obtained] | | |
| ▪ | | |

| | | |
|--|-----------------------------|--------|
| [Dates Attended] | [University/College/School] | [City] |
| ▪ [Qualification title/subject/grade/level obtained] | | |
| ▪ | | |

| | | |
|--|-----------------------------|--------|
| [Dates Attended] | [University/College/School] | [City] |
| ▪ [Qualification title/subject/grade/level obtained] | | |
| ▪ | | |

Additional Information

Include anything that you haven't been able to include in any other sections. Make sure it is relevant to the job role that you are applying for.

Hobbies & Interests

Show the employer that you have a life outside work and demonstrate your dedication.

- Interest 1
- Interest 2
- Interest 3

References

Provide two referees (usually someone who you previously worked for or someone who knows you in either an educational or social capacity) or simply state 'References available on request'.