

Your Name - Curriculum Vitae/CV

The pdf version of this CV template is a learning/teaching guide not designed to be changed. Free doc and odt (Openoffice) working file versions from www.businessballs.com/curriculum.htm can be changed. Use headings which fit your situation best. Click on the red box borders to delete these notes from your own CV.

Personal Profile/Personal Attributes

- Create 5-7 descriptive bullet-point phrases that describe your strengths and attributes.
- These statements should also reflect the personal qualities that the employer seeks.
- Keep the statements simple and clear; one line for each statement.
- Use a consistent format and readable typeface; use professional, concise, intelligent language.
- Use good, appropriate punctuation; semi-colons are effective for joining word-strings.
- Ensure you can provide an example (at interview) for every statement you make on your CV.
- Examples and guidance for this section at www.businessballs.com/curriculum.htm

Experience/Specialisms/Strengths

Personal Profile is you as a person. Experience/Specialisms/ Strengths are your capabilities. Make all points very relevant to the job/employer needs.

- Create 5-7 professional statements which explain your experience/specialisms/strengths.
- Think about what the employer is seeking and try to match these requirements.
- Your statements here should be examples/evidence of how you fit the needs of the job.
- Statements can describe experience, skills, strengths, knowledge, style, attitude, etc.
- Examples and guidance for this section at www.businessballs.com/curriculum.htm

Achievements

These points build evidence and credibility. Relate them to the job requirements. They need not all be work-based. They can be from other activities, but must show you can 'make a difference', relevantly.

- Create 3-7 professional statements which describe your achievements.
- Show achievements that best illustrate your capabilities relevant to the needs of the new job.
- Show achievements which demonstrate that you could 'make a difference' relevantly in the job.
- Achievements need not be work-related, especially for young people with little work history.
- Importantly, give scale, facts, figures to your achievements - be concise and specific.
- Guidance for this section at www.businessballs.com/curriculum.htm

Career History

- mth/year-mth/year - job title/function/responsibilities - employer/city - industry/sector
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Education and qualifications

- school, college, dates, etc
- qualifications

Briefly list your past jobs, employers, industry, and mth/yr (from-to). Most recent first. Layout in neat columns ideally. Briefly state responsibilities if not self-explanatory from the job titles. Insert education, hobbies, interests, personal and contact information. Make details neat, concise and relevant to the job opportunity.

Hobbies / Interests

- Show hobbies/interests indicating personal qualities that are relevant to the job requirements.

Personal Details

- Name
- Address
- Phone numbers
- Email
- DOB (date of birth) - [OPTIONAL - include if you think helpful towards job requirements]
- Marital status - [OPTIONAL]
- Dependents (children) - [OPTIONAL]
- Driving licence - [OPTIONAL]
- References are available on request.

If you prefer, show your contact details under the heading at the top of the CV. To make more space reduce font size in CV to 9 or 10pt. Continue on a second page if really necessary. One page is best, especially if you are young and have less information to include. Add date/ref and page number if more than one page, bottom right of CV, or if space is very tight, in a vertical text box as shown below in this example.

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