

## Chronological CV

### Your full name

Your home address

Your mobile phone number

Your personal email address

Your name should be the title of your CV; using "Curriculum Vitae" is a waste of space.

Make sure it's a professional one, preferably yourname@

### Personal statement

This should be a short summary, no longer than 50 words, that describes your experience level, qualifications and intentions. You don't have to write in full sentences – cutting pronouns (*I, you, we, they*) is a great way of saving space.

#### Example:

Highly motivated [current or most recent job title] in the [sector] sector, with [number] years' experience and a [grade] in [qualification] from [the institution]. Proven experience of [skill 1], [skill 2] and [skill 3]. Looking for a challenging and rewarding role in a [company type – e.g. recruitment company, charitable organisation, solicitor's firm]

## Employment

Start with your current or most recent role, then work your way backwards.

### Job Title

Company name

Location

Employment Dates

Use the format: MM/YY – MM/YY

Give a brief explanation of what the company does and what your role involved.

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Company Number: 06846013

Key achievements:

- Use bullet points rather than large paragraphs as they're easier to skim
- List key experiences – keep them relevant to the job you're applying for
- Try to back up your points with stats or financial figures
- Don't use abbreviations or language that your employer won't be familiar with
- Avoid cliché statements that every other candidate will use
- Use powerful verbs, such as 'created' 'implemented', 'managed' and 'developed'
- Offer less details for older jobs, only including highly relevant information

## Key Skills

Only include skills relevant to the role

- Note software you've used and courses you've attended
- Back skills up with evidence, or examples of when you've used them
- If you're changing careers, this section will be invaluable

## Education

List qualifications most relevant to the job first

Spread the information evenly across the page to keep it balanced and easier to skim

### Professional Body

### Location

### Dates

Course title, (grade); Course title (grade); Course title (grade); Course title (grade)

### University Name

### Location

### Dates

Course title, (grade); Course title (grade); Course title (grade); Course title (grade)

### College Name

### Location

### Dates

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Course title, (grade); Course title (grade); Course title (grade); Course title (grade)

### School Name

### Location

### Dates

Course Title (grade), Course Title (grade), Course Title (grade), Course Title (grade)

At this point, a short summary will normally suffice:  
11 GCSEs (A\* - B), inc. English (A\*), Math (B) and Science (C)

### Personal Interests

The hobbies you include should display personal traits required for the role.

### References

'Available upon request' will suffice, but make sure you have two prepared

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