

Your Name

Email address (make sure this is a professional-sounding one)

Contact number

LinkedIn URL

Ensure your LinkedIn profile is up to date!

KEY ACHIEVEMENTS (take cues from the requirements in the Person Spec)

- **Managed** a team of x staff + achievement
- **Designed** + achievement
- **Rewrote** + achievement
- **etc**
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Use strong action verbs and don't re-use the same one. E.g. 'helped' or 'assisted' are weak; the ones above are stronger. Use a Thesaurus if you're struggling not to repeat yourself.

This section should take up about ½ the first page.

*An alternative to **Key Achievements** could be to start instead with a brief personal statement – a summary of your experience in one sentence or two max with 3 or 4 key achievements **all in bold**, using bullet points. Your Employment History could then have slightly more information- bullet point your achievements under each Employment section. The achievements in the top section should still reflect what the job role requires.*

N.B. Whilst your CV is intended to 'sell you', you don't need to embellish your achievements with adverbs or adjectives. If you simply state the facts using strong leading verbs your accomplishments will speak for themselves without having to hype them up. There is no need to brag.

Similarly, don't do yourself down. No 'only' or 'just' or 'team' achievements as opposed to your specific contributions.

Avoid repetition in different sections.

EMPLOYMENT HISTORY

Job Title

Oct 2019-Present

Organisation

Brief description of role. (*Relevant key achievements should already be listed above so no need to re-state*).

Job Title

Nov 2017-Oct 2019

Organisation

Continue to add brief details of your work history. Bullet point key achievements in the 3rd person as above.

QUALIFICATIONS

CIM Level 7 in Professional Marketing 2009

BA Hons, History, University of Bristol, 2,1. 2006

TRAINING COURSES

Anything that supports or enhances your CV for this role that may give you an edge over other candidates.

ADDITIONAL SKILLS

Anything that supports or enhances your CV for this role that may give you an edge over other candidates.

INTERESTS

Add in 2 or 3 key interests and be specific. Express in the 3rd person.

REFERENCES

Available on request

(Don't forget to ask permission from your referees. Often referees get very short notice to respond to requests from recruiters. Help them out by providing them with a cc of your CV and the job details).

Ensure you finish at the end of the second page, so your document looks tidy.