**Your Name**

Email

Number

Approximate location

**Personal Profile**

This section is your opportunity to get the employer’s attention. You should begin with a sentence that states your best skills & experience as well as the kind of industry sector that you would like to work in. It should be 4 or 5 lines long and demonstrate your best qualities as a worker.

**Key Skills**

* Here is where you show your best and most relevant skills for the job. 4-5 is best.
* If you’re not sure which skills to put, check the job description for any skills that are mentioned multiple times.
* These skills can be gained either through work experience or in other aspects of your life such as studying, volunteering or raising a family.
* Example 1: Excellent language skills in English, French and Dutch, developed during time living abroad in Brussels.
* Example 2: Organisational skills developed and practiced through both managerial experience and personal time spent organising and raising a family.

**Career Summary**

*Career break, Jan 2015 – present*

Here you can explain to the employer why you have taken a career break. There is no reason that a career break should have a detriment effect on your CV and your chances of securing a new role. Example: In the summer of 2015 I took time off work to focus on raising my 2 children. After six years of being a full-time parent I am now looking to re-enter the job market.

*Job Title: Company Name, date from – date to*

* If there is something significant or unusual about a position that you have held, then you can make that clear to the employer by using bullet points.
* This is also an opportunity to highlight any key achievements or statistics (e.g. managing a budget or leading a team).
* The dates in your CV should match up, so if you finish a job in May 2012, then ideally your next entry should begin in either May or June 2012.

*Example 1: Service Manager: ABC Retail, June 2010 – Jan 2015*

*Example 2: Customer Engagement Officer: Smart Shirts Ltd. Aug 2006 – June 2010*

* *Supervised teams of up to 12 workers.*
* *Regularly prepared customer satisfaction reports for senior management.*
* *Ran employee engagement events.*
* *Acted as chair of the staff LGBT network.*

*Example 3: Community Engagement Assistant: City Trust, Sept 2003 – Aug 2006*

* [Any important detail]

**Education & Qualifications**

List any qualifications that you have in this section including degrees, diplomas, personal development, in-work training, voluntary training.

*Example 1: CIPD Certificate (Level 2) Feb 2011*

*Example 2: Maths BSc – University of London (2:1), Sept 2000 – July 2003*

* You can list certain modules or research topics that might be relevant.

*Example 3: Mathematical Applications L2 (B-TECH) – Milton Keynes College, Sept 1998 – July 2000*

**References available on request.**