

## This template is a general guide to help you compile your CV:

**Name Surname**

**Address**

**Contact number**

**Contact email**

**Brief personal statement:**A few lines to summarise your experience to date and what you can offer the employer. Try to make this very concise and unique to your specific skill set

**Career history**

Starting with your most recent employer, list your past jobs in chronological order in the following layout:

**Job title at Company name**

**Date from and to**

* Key responsibilities
* Key responsibilities
* Key responsibilities

**Skills and achievements**

Keep it brief, but list a few short bullet points describing the key achievements and skills you’re most proud of (and are most relevant) from your career so far.

* Achievement 1
* Core skill
* Achievement 2
* Core skill

**Education and training**

Starting with your most recent qualification, list your education in chronological order in the following layout:

**Date from and to, institution**

* Subject, grade achieved
* Other related awards/achievements

**Interests and activities**

Reveal a little of your personality and show that you’re a well-rounded individual by writing a short description of your interests outside of work.

**References**

Available on request