

CV Builder Template

Personal details:

NOTE: You are not legally required to include your date of birth or marital status.

Name:

Address:

Telephone:

Email:

Qualifications:

Professional qualifications: (include dates studied/qualified)

Degree: (include grade/pass level)

School qualifications: (include grades)

Business Languages: Enter details and level of fluency

Software/ I.T Experience: Enter details of all systems & packages used

Spreadsheets: Detail level of proficiency and examples

Employment History:

Dates worked (i.e. January 2005 – Present)

Company Name including a brief description about the company, the sector, its products/services and turnover

Job Title

Responsibilities:

- Bullet points to outline the key areas of your role.
- The most senior aspects of your role through to the most junior

Achievements:

As relevant to the job you are applying for as possible

Previous Employer's Names, Dates and Job Titles

(listed in reverse chronological order)

General information on CV compilation

Your CV should cover at least the last 10 years employment.

List your employment history in reverse chronological order, with a particular emphasis on the detail of the most recent two positions.

Briefly explain any periods of unemployment in your career history.

For roles beyond the last 10 years, there is no need not bullet point experience, but do list company name, dates of employment, job title only.

IMPORTANTLY – DO NOT LEAVE UNEXPLAINED GAPS ON YOUR CV !