**CV One**

**Your full name**
**Your home address**
**Your home phone number**
**Your mobile phone number**
**Your personal email address**

Don't kick off with your name, using “Curriculum Vitae” as a heading states the obvious and is a waste of space.

**Personal statement**
Your personal statement should be no more than 50 words and describe how you can help an employer to prosper. Be careful to avoid clichés and tell the recruiter something unique. Take a look at the personal section for more help and guidance.

**Career summary**
List your employment history in reverse order, starting with your most recent job first.

If you don’t want to name your current employer, describe the company instead e.g. Leading UK software house.

Your last job title                    Dates from and to                     Company name

Job title two                              Dates from and to                     Company name

Job title three                            ates from and to                     Company name

**Key skills and achievements**
Focus on the skills and experience that supports your personal statement. List up to five examples; explain what you did, how you did it and what was achieved.

**Sales management**
**·**         Set Key Performance Indicators (KPI) that were aligned to new-business objectives for the company. These were performance and bonus related and resulted in a 5% uplift in customer acquisition.

**People management**
**·**         Set up employee feedback forum in light of new Energy Saving Policy to encourage bottom up communication. Achieved policy recommended energy savings and exceeded expectations by 2%.

Depending on the job you’re going for, you may want to separate out any relevant software you can use…

**Systems used**
**·**       MS Excel advanced
**·**         Sage II procurement

**Training and qualifications**
List any relevant courses and qualifications with the level or grade if appropriate.

Course/qualification                   Dates from and to         Education institution      Grade

**Awards and membership of professional bodies**
List all relevant awards and memberships

**·**        Chartered Institute of Marketing (CIM)

**Interests**
Show them you’re a well-rounded individual and demonstrate your dedication.

**Referees**
Either provide two referees (usually people you used to work for) or state “Available on request”.