

NAME

ADDRESS

E: louise@first2recruit.co.uk • M: 075690 826 263 • L: 01722 435 613

Personal Statement:

This should be a short paragraph or two about yourself your skills and your experience. Remember to tailor this to the job you are applying for this – echo words used in the job description (as long as it is factual and truthful of course!)

Skills and Experience:

- Bullet point your skills and experience – make sure you detail ones that are relevant to the job you are applying for (stats say you only have the first half page to grab their attention...bullets will stand out so make the most of them)

Employment History: ****Chronological order – most recent first****

Name of company

October 2011 – Present – format *If you shorten October to Oct make sure you do this throughout your CV***

Telesales

Short paragraph details an overview of the role

- Bullet your duties in this role
- Be concise, and make relevant to the role you are applying for

Repeat the above for all roles.....

Education and Qualifications:

1994 – 1997 Name of University

Course and grade/qualification

1992-1994 Name of College

Course and grade/qualification

1985-1992 Name of School

Course and grade/qualification

Interests/Hobbies

Detail your interests and hobbies; this is a lovely section to really show who you are, what makes you tick outside of work. Beware the fibs that come back to haunt you, always be truthful, if you detail a book, film or holiday, you may be asked to talk about it in your interview!

References available upon request