

# Name Surname

Email address  
Telephone number

Street address 1  
City

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## Personal profile (optional)

A brief summary (3-4 sentences) about yourself. Relate it to the current job you're applying for and include a few key skills that you feel you possess.

### Comment [W1]:

Contact details in the header to remove clutter from the CV.

## Education and Training

This is a summary of your education and relevant training history, starting with your most recent studies.

Date, Qualification, some detail

### Comment [W2]:

- CV- no more than 2 pages.
- Consistent formatting throughout
- Plenty of white space
- Font size:
  - 11 or 12 - body text
  - 14 - sub-headings,
  - 16 or 18 - full name

## Work Experience

Start with your most recent job and work backwards, listing:

- The name of the employer
- Your job title
- The dates you worked there
- Your duties and responsibilities
- Any major achievements while you worked there
- Demonstrate how well you are suited for the job you're applying for. Emphasise the skills asked for by the employer.

### Comment [W3]:

If you've worked in many places, you could list related jobs under "Relevant Work Experience" and list the other jobs under "Other Work Experience".

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## Skills -

(Some examples- relate it to the job requirements)

- Languages spoken
- Leadership and teamwork
- Conscientious
- Confident
- Resilient

### Comment [W4]:

Give examples of how you acquired the skill. Bullet points in your CV make it easier to read.

## Referees .

References are available upon request.

### Comment [W5]:

It is no longer a standard practice to provide referees.

OR

Full name including title, Position, Company  
Phone number  
e-mail address

### Comment [W6]:

If you are specifically asked.

Remember to ask the referee first before giving their name.

### Comment [W7]:

The employer knows how many pages there are