



CV TEMPLATE

Your Name

Contact Details (including Town and County)

Telephone numbers including mobile contact details

Email address, link to professional LinkedIn, Github accounts and Portfolio

Do not include any further personal details including marital status, gender, nationality as this does not add any value and may impede your application. You should use Arial or similar business font and the size should be 10.5 or 11.

PROFILE

This is your opportunity to present the skills you are keen to use in a career enhancing position, this should include your unique skill set and the value you can bring to organisations. You need to ensure that you present a compelling, hard-hitting summary paragraph. This is the most important part of your CV. It gets read the most and sets the tone for the rest of the document. This section should include a brief history of your career, it should include details of the sectors you have worked in, and it should also include some of the skills you have used in your career to date. This section should never be in bullet point format and should be no more than 8 to 10 sentences long.

KEY ACHIEVEMENTS

- This section should include a list of 4-8 achievements using the STAR method and should be presented in bullet point format.
- This section should include achievements that are related to the skills required in the position you are applying for.
- You should include details of a situation you were involved in that resulted in a positive outcome for your employer. You should describe the tasks involved in that situation, talk about the various actions taken and the results relating to the actions taken.
- Employers want to know that you have solved problems similar to theirs and that you achieved the results for which they are looking.
- Example: Rationalised resourcing costs by £xxx and maintained customer satisfaction scores of 99%.

PROJECTS

Here you should provide details of at least 3 projects that you have worked on or lead:

- Insert details of project including team size and your responsibilities
- Frameworks used
- The results of the project

EMPLOYMENT EXPERIENCE

Remember you should start with your most recent employment first and work backwards. Your job descriptions should start out strong and sustain interest by emphasising key skills. Job descriptions should start with active verbs and written so that the first sentence conveys key words that are relevant to prospective employers.

Title Held, Name of Company

Dates of employment

- Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved performed etc.
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EDUCATION & TRAINING

List any qualifications gained
University name, dates (if applicable)

List any qualifications gained
College name dates (if applicable)

List qualifications gained (do not include GCSE results if you have a Degree qualification)
School name: dates (if applicable)

Employers will always review the education section. Include details of the qualifications and training you do have. If you are concerned about your lack of qualifications don't worry, many highly regarded business professionals do not have academic qualifications. Employers generally value experience over education.

PROFESSIONAL MEMBERSHIPS

Insert details of memberships

INTERESTS

Include brief details of interests if you have the space on your document however avoid phrases including 'socialising', 'partying' etc.

References available on request

To discuss your individual CV and for further advice on putting together a top CV then please visit our website www.eligo.co.uk or contact us – hello@eligo.co.uk – 020 8944 4180