

CV Builder

Career Aim:

(To help you to focus on words and skills from that vocational sector. Do not include date of birth, marital status, nationality or national insurance number).

Personal Details

Name:

Address:

Mobile:

Email:

Personal Statement

(This is a selling pitch to let the employer what skills and experience that you have. It can be written in first or third person, depending on your preference. 5-6 sentences are usually enough)

Key Skills

Qualifications, knowledge, skills and related experience. (For a tailored CV match your skills to the job advertisement or specification).

Do you drive?

Do you have access to a vehicle?

Personal Skills

Optional (Your personal attributes or qualities. For a tailored CV match your skills to the job advertisement or specification).

Work History

(Last 10 years is usually sufficient).

Dates: Month / Year to Month / Year:

Job Title:

Location:

Duties:

Dates: Month / Year to Month / Year:

Job Title:

Location:

Duties:

Dates: Month / Year to Month / Year:

Job Title:

Location:

Duties:

Continued

Dates: Month / Year to Month / Year:

Job Title:

Location:

Duties:

Dates: Month / Year to Month / Year:

Job Title:

Location:

Duties:

Dates: Month / Year to Month / Year:

Job Title:

Location:

Duties:

Qualifications

You do not always need to include all your qualifications. Always match them to the job criteria and put your highest level of qualifications first.

Qualification &/or Level	Subject	Place of Study	Year Obtained	Result

Relevant Vocational Training, professional accreditations or licences

Work Related Achievements

Optional - (identify one or two achievements)

Personal Achievements

Optional (e.g. running the marathon, published a book, prize for art work)

Other Information

(In this section you might want to tell about things that may help your application e.g. qualifications that you are currently doing but not yet finished, types of volunteering work)

Hobbies and Interests

Optional (expand on hobbies, types of books you read etc.)

Referees

(Normal 2 are required – if you don't have any you can put down 'Available on Request')

Name:

Job title:

Address:

Telephone:

Mobile:

Name:

Job title:

Address:

Telephone:

Mobile: