

FIRST NAME LAST NAME

Address: We do not recommend putting your address on your CV

Tel: We recommend you have a professional sounding voicemail set up on your mobile phone

Email: Ensure it is a professional email address (i.e. not sillysuzy@gmail.com)

LinkedIn: Add your LinkedIn profile URL here if you wish to include it in your CV

EDUCATION

Previous University, Location, Country BSc Economics (Grade received) 20XX - 20XX

PROFESSIONAL EXPERIENCE *This is your opportunity to introduce yourself and leave a positive first impression, we are looking for career progress and leadership capability. (The experiences below are not intended to be linked to one individual)*

AXA PPP HEALTHCARE LTD, London, UK month 20XX - month 20XX

Job Title

We want to see bullet points and not paragraphs: Good statements are:

- Created using bullet points; these are easy to read and help with conciseness. Keep each point between 2 and 3 lines focussing on the same topic
- Developed using the 1,2,3 approach: What, How / Why, Outcome. Following this framework develops achievement orientated points which clearly demonstrate context / purpose, a skill / attribute and outcome
- Initiated with a verb to help add impact and delivered in clear, easy to understand language, avoiding jargon
- Supported by evidence and presented clearly, without errors or spelling mistakes

RIDGE COMMUNICATIONS, Lima, Peru month 20XX - month 20XX

Peru's second largest PR Company write a brief company description here if you think the company will be unknown to the reader

Manager month 20XX - month 20XX

- Initiated process improvements.....including the restructuring of.....reducing x by 21%
- Increased profitability of department by 13% in 6 months through improving the efficiency of x operations by y and z

Associate month 20XX - month 20XX

- Trained x number of team members on.....by.....increasing standards in delivery on project x
- Led the development of new client relationships by.....due to.....securing contracts worth x

The above shows the two roles held in the company listed separately and has different achievements under each, demonstrating progression / promotion

IBM, Portsmouth, UK month 20XX - month 20XX

Internship

- Implemented new Excel databases to.....a system checking process...which led to a reduction of errors by x
- Designed a customer feedback form..... capturing.... and analysing results to..... improve service by x
- Supervised four part time staff.....weekly and monthly target figures.....were achieved by.....

ADDITIONAL INFORMATION

Professional Qualifications and Training *that you have not mentioned in Education section but still want to include*

IT Skills Ensure you have included role / job specific packages

Languages The normal scale to use is Native, Fluent, Business and Conversational.

Achievements and Interests: *Use this area to balance your CV, show recruiters what you are passionate about and to further promote your relevant, transferable skills. For instance:*

- Active membership of clubs / societies
- Volunteering or entrepreneurial activities not included in Professional Experience section
- Any other achievements (e.g. running a marathon, climbing Mont Blanc, any prizes or awards you have won and not mentioned in the Education section). Make your interests engaging, and try to evidence commitment and attainment where possible



Top 10 CV Tips and Advice

What makes an effective CV? An effective CV is a well presented, concise and achievement focused document.

It should include the following core areas: 1. Name and contact details 2. Education 3. Professional experience 4. Additional information

See below for some tips of developing an impactful CV:

- Limit your CV to a maximum of 2 pages
- The education section should be presented in reverse chronological order, starting with the most recent at the top. If your university is a top ranked school nationally but not well known outside your country, you may wish to add a phrase such as: Top ranked business school in India
- Professional experience:
 - Your most recent role should be at the top of this section. Company name (organisation), your job title (position), location and the dates when you worked for the organisation need to be included. You should reference the months and the years (Jan 2008 – Sept 2009). If the organisation you worked for is not well known you may wish to include a very brief explanation (type of business/turnover etc).
 - Under the company name/job title and dates you need to present information that advises the reader of how you have added value to the organisation and that demonstrates relevant skills, experience, and achievements. You should not just list all the tasks you've undertaken or just all your areas of responsibility. Your experience should not read like a job description.
 - In order to increase the positive impact of your CV it is recommended that you follow this approach on how to create impactful statements. Your statements should be:
 - Created using bullet points; these are easy to read and help with conciseness.
 - Keep each point to 2-3 lines in length
 - Developed using the 1,2,3 framework: 1. What 2. How/Why 3. Outcome, explained in the table below.

1	2	3
What were you doing? (Start with an action verb)	How or why were you doing it?	What was the outcome? Was there a quantifiable result?
Analysed company sales data	in order to produce monthly reports for management	which resulted in decision to increase headcount by 10% to capitalise on extra demand for products

- Double check for spelling and grammatical errors before sending
- Consistent font (e.g. Arial), size font 10-pt, no fancy fonts, tables, borders, colour, underlining, no pronouns e.g. I