

FUNCTIONAL/SKILLS BASED CV TEMPLATE

Name *write your full name*

Address *write your full address including postcode*

Phone *include both a home and mobile number if you can*

Email *check you spell this correctly and that it gives a professional image*

Personal Profile

A few sentences about your skills, achievements, personal strengths and career goal. Link these to the job you're applying for. The advertisement will say what the employer is looking for

Skills and personal qualities

Describe the skills you most want the employer to notice. Give evidence for each one, e.g., your experience, how you used each skill and what you achieved

Education and qualifications

In reverse order (most recent first) list each school or college you have attended, the dates you were there, the courses or qualifications you took and any other awards or achievements

Employment and work experience

List any jobs you have had giving the employer, location, job title, what your main responsibilities were.

If you haven't had a job include work experience, voluntary work, events you planned, Young Enterprise Projects etc

Other skills and achievements

List any other skills or achievements here. Make them relevant to the job you're applying for. Don't repeat things you put in your personal statement.

Referees

Either write "Available on request" or include the names, address and contact details here of two people. Make sure you get their permission first