



Full Name

Include all current contact details:

Home Address

Home Telephone Number

Mobile Number

Current Personal Email Address

[Note on Personal Contact Details:

- If relevant add professional or academic titles after your name eg BA, PH.D, CA,
- Keep your recruitment consultant updated with any changes to your contact details.
- Remember to check your email regularly including your junk mail folders]

Personal Statement

[Notes on Personal Statement:

- Keep it clear and relevant. Around 50-100 words is about right.
- Tailor it to match the job, industry, company you are applying for.
- As a guide, include:
 - o **Who you are** eg Recent Graduate, Experienced Project Manager, HR Manager within the Financial Services sector etc
 - o **What your capabilities are** ie a brief summary of your achievements & strengths
 - o **What you are looking for.** Include any relevant practical points here eg preferred locations, part-time or full-time hours, as well as what your goal is eg "Looking to secure a management level position within in the food and drinks sector, where I can bring strong industry experience and knowledge and develop my current skill set further.]

Education

Education institution	Course/qualification	Grade	Dates from and to
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[Notes on Education:

- List all relevant education qualification gained in reverse chronological order ie start with your most recent qualification.
- Try following the layout structure suggested above. You can also provide additional relevant information, for example if your degree course included a work placement.
- Information for older, less relevant qualifications can be shortened.
 - o For example, school leavers may wish to breakdown the full list of qualifications, subjects and grades received whereas if you have since gained more recent relevant qualifications you may wish to summarise it as
Livingston High 7 Standard Grades, 5 Highers 1990-1996]

Employment History

Job Title	Company name	Dates from and to
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Responsibilities

Achievements

[Notes on Employment History:

- List your employment history in reverse order ie start with your most recent job
- Try using the layout structure suggested above.
- Include a brief overview of your role, responsibilities, skills and key achievements for each job. The reader will want to know what your job was and what you did.
- Keep it clear and relevant. Bullet points may help group your responsibilities, achievements etc
- Keep it about you but you can also include any relevant information about your employer eg industry, size, nature of business.

Key skills and Achievements

Account Management

[Notes on Key Skills & Achievements:

- See example below
 - In addition to highlighting your achievements in your employment history section you could also promote your key skills and achievements by listing 4 or 5 skill areas (you may wish to tailor these to the skills mentioned in the job advert) and show what you have achieved including how you achieved them.
 - Remember the reader is interested in what you did so be careful not to talk about what others or "the group" achieved. Show your contribution.]
- Set key objectives for the 5 major accounts within my remit inline with the overall business objectives. Devised and delivered bespoke account management development plans for each account within agreed timescales. By end of financial year all 5 accounts had achieved or exceeded the growth plans outlined in my objectives resulting in an increase of 25% in revenue against previous year.

Training and Qualifications

Course/qualification	Dates from and to	Training Provider/Institution	Grade
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[Notes: on Training & Qualifications: List any relevant courses and qualifications you have gained. These could include internal training courses if relevant. Some may have a grade although others may not.]

Awards and Memberships

[Notes on Awards and Memberships: List all relevant awards and memberships along with the name of the awarding body and dates if relevant]

- Chartered Institute of Marketing (CIM)

Systems Experience

- MS Word
- Sage

[Notes on systems experience: The relevance of this section, (and the title you use) may depend on the type of role you are applying for and your background.

- Examples could include:
 - Systems Experience: Word, Excel, PowerPoint, Sage
 - Software Languages: C, C++, C#, JAVA
 - Operating Systems: Microsoft, Linux

Interests

[This is optional and not everyone may want to include this type of information. If you do, keep it simple, clear and appropriate. This is an opportunity to show your personality and learn more about you as an individual, however think about what it says about you and whether it adds to your CV or detracts from the impression you are trying to make.]

Additional Information

[The relevance of this section may also depend on your background and the role you are applying for but could include items such as:

- Driving licence status
- Languages and fluency]

Referees

Available on Request

Or

Mary Smith
HR Manager
Mains & Co
0141 456 7890
Relationship: HR Manager for 3 years

Joe Brown
Operations Manager
John Smith Ltd
0131 123 4567
Relationship: Line Manager for 5 years

[Notes on Referees:

If you want to include references at this point you should provide details for two people not related to you (ideally people you have worked for) or attach copies of any references you already have. Alternatively you can put "Available on request"]