Name

Address

Mobile: Home: Email:

Personal statement

Two or so paragraphs highlighting your main skills, abilities and ambitions. Avoid being too specific on any aspirations, as this could end up ruling you out of some jobs you are applying for.

The personal statement section can make or break a CV and some clients might not even get past it!

Key Skills

* Ideally concentrate on key skills from the last 10 years of work
* Bullet point these
* Not too generic
* No more than 10 bullet points
* Any major achievements from the last 3-4 years
* Any awards won / particularly impressive performances
* Again, think about the jobs you are applying for.

Employment History

National Account Manager, Company Name

(April 2011 – Present)

Company Overview

Achievements and responsibilities:

* Give tangible examples of specific achievements
* Examples of projects, accounts
* Show how you have impacted the role and it has benefited the Company having you employed
* Mention what you sell
* Mention who you sell to
* Avoid generic statements

Key Account Manager, Company Name

(June 2010 – April 2011)

Company Overview

Achievements and responsibilities:

* Give tangible examples of specific achievements
* Examples of projects, accounts
* Show how you have impacted the role and it has benefited the Company having you employed
* Mention what you sell
* Mention who you sell to
* Avoid generic statements

Business Development Manager, Company Name

(October 2007 – May 2010)

Company Overview

Achievements and responsibilities:

* Give tangible examples of specific achievements
* Examples of projects, accounts
* Show how you have impacted the role and it has benefited the Company having you employed
* Mention what you sell
* Mention who you sell to
* Avoid generic statements

Education

University Name

(September 2003 – June 2007)

University Course details and grade

College/School Name

(September 2001 – June 2003)

A-levels **details and grades**

**School Name**

(September 1995 – June 2001)

GCSEs details and grades

Hobbies & Interests

Be honest. Don’t say you do something you don’t.

Be up to date. If you haven’t done it for the last few years, ignore it.

Remember this is your CV. What is going to be of interest to a potential employer? What might put them off? What might interest them to show you have the personality and drive for the role.

References

References are available upon request.