

CURRICULUM VITAE

NAME:

REF: LEAVE BLANK

PROFILE:

This should be a concise statement that summarises who you are, what you want and why you are the right person for the role. Keep it to no more than 5 or 6 lines, keep it 1st person and provide strong reasoning for you are applying.

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KEY SKILLS:

This section should include a variety of the skills you think the employer will be looking for when hiring for the job. Again, make sure they are all relevant to what you're applying for.

EXPERIENCE:

Following the format below, include all your previous positions (if you have relevant jobs going back more than a couple decades, feel free to summarise more briefly). Start with your current or most recent position, and if there any gaps in your employment history, provide an explanation (e.g. travelling, caring for a sick relative). In bullet-point format, write what you were directly responsible for, with 2 or 3 achievements. Assume that the reader knows the basics, but if there is anything out of the ordinary about your job responsibilities above and beyond the usual responsibilities then spell that out clearly and concisely.

JOB TITLE

COMPANY, MONTH/YEAR – CURRENT

- *At Company X I was responsible for producing the annual Y conference, attracting an average number of visitors of Z.*
- *Event Y attracted 50,000 visitors, an increase of X% compared to the previous year.*
- *In addition, I was responsible for managing relationships with sponsors leading up to the event.*

JOB TITLE

COMPANY, MONTH/YEAR – MONTH/YEAR

- JOB RESPONSIBILITY
- ACHIEVEMENTS
- ACHIEVEMENTS

JOB TITLE

COMPANY, MONTH/YEAR – MONTH/YEAR

- JOB RESPONSIBILITY
- ACHIEVEMENTS
- ACHIEVEMENTS

QUALIFICATIONS:

Here you should put all previous education or any other qualifications you've gained. Postgraduate, undergraduate, A-levels, vocational qualifications and GCSEs or equivalent should all be documented.

DEGREE

UNIVERSITY, GRADE

- Bullet point anything from the degree that is relevant for the role e.g. a particular module studied.
- HOWEVER, keep this section as brief as possible – the focus should be on your practical experience.

COLLEGE/A LEVELS/GCSEs

SCHOOL

GRADES

ACHIEVEMENTS, INTERESTS AND OTHER HIGHLIGHTS:

This final section can be used to bullet point anything else you want to include but that didn't fit in the other sections. For example, this could include but is not limited to:

- Extra-curricular activities e.g. a sports team
- Try to include interests that are relevant, or at least one intellectual/cultural interest and one interest that you find fun that shows your personality.

REFERENCES – Available on request.