



Basic CV Template

Name
Address
Contact Details
Email Address

Make your email address professional!

Key Skills

Brief Profile about yourself

Your CV should ideally be no longer than 2 pages. It is a selling tool to enable you to gain an interview at which you can go into more detail.

Employment History – Most recent first
Job Title- Company – From – To:
Duties:

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-
-
-
-
-
-

Always bullet point your duties in your roles to make it easy for the reader.

Repeat this layout for each position in your employment history

Education & Qualifications: *Names & Schools/ Colleges including dates & grades*

Hobbies & Interests:

References: *You don't have to include your reference details on your CV, you can state references upon request if you are more comfortable with this option. It is however important to be able to give clear reference information when applicable.*