

## Name

Add a short summary about your experience

### CONTACT DETAILS

**Employer - Job title**

Date from and to/current

List key tasks/responsibilities

#### Keep your CV:

**Factual - don't include something you haven't done**

**Short - your CV shouldn't be more than 2 or 3 pages long**

**To the point - don't list every task you ever performed in a job**

**Equality Act 2010 - your date of birth is no longer necessary**

**Format - keep the format consistent**

**Relevant - keep your employment history relevant, leave out jobs which are over 15 years old unless the experience is relevant to the role you are looking for today**

### AREAS OF EXPERTISE

**Employer - Job title**

Date from and to

List key tasks/responsibilities

### PROFESSIONAL QUALIFICATIONS

**Employer - Job title**

Date from and to

List key tasks/responsibilities

### KEY ACHIEVEMENTS OR AWARDS

**Employer - Job title**

Date from and to

List key tasks/responsibilities

### ACADEMIC QUALIFICATIONS

**Employer - Job title**

Date from and to

List key tasks/responsibilities

### INTERESTS/HOBBIES

**Employer - Job title**

Date from and to

List key tasks/responsibilities