

Classic CV Template

This CV template can be used when applying for any non-academic job. It is the most common type of CV in use today. This CV type is most useful when applying for a job similar to one you have already done. Using this CV you can show that you have the workplace-based experience to undertake the job you have applied for.

The Personal Statement is an important part of this CV. You need to explain where your career experience has taken you so far and what your ambition is for your next job. Keep it short and to the point, perhaps only a few sentences. Start by listing your career aim, and then say what makes you suitable for the job. An example from a PR job application is:

A motivated, adaptable and responsible graduate seeking an entry-level position in public relations which will utilise the organisational and communication skills developed through my involvement with promotional work during vacations. During my degree I successfully combined my studies with work and other commitments showing myself to be self-motivated, organised and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in PR.

Taken from <http://www.kent.ac.uk/careers/cv/CVProfiles.htm>

You go on to list your education and job history and then write in more detail about the experience gained in your most recent job. You give information on your responsibilities and then relate those to specific achievements in the work place. Finally, it is important to remember to give the names and contact details of 2 referees as well.

Contact details:

Name

(Date of birth)

Address

Phone:

Mobile:

Email:

Personal Statement:

In a few sentences summarise your career achievements to date and where you want to go from here.

Educational Background:

Undergraduate and postgraduate degrees, including institution, title of degree, dates and grade achieved.

Work Experience:

A list of all jobs you have held, most recent first. Including company/institution name, job title and dates.

Responsibilities:

- List here the requirements of your job role in your most recent position.

Achievements:

- Related to your responsibilities, what improvements did you bring to your workplace?

Additional information:

- For example if you have a driving license, any languages you speak, any hobbies you have that contribute useful skills for this job,

Referees:

List the names, postal addresses, phone numbers and email addresses of two referees who know your work well.