

# Your Name

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## **PERSONAL STATEMENT**

Your personal statement should not go into too much detail nor should it tell your life story! Remember that this is the first part that your potential employer will see, so it has to grab their attention. Simply make it a short paragraph about your interests in the position you're applying for and why you would suit that role.

Remember - if you want to go into a little more detail about yourself and who you are as a person, you can always write about this in your cover letter of the CV.

It's also important to remember why you're doing this! This paragraph is to simply highlight to the interviewer what your interests are in the position and why you want to this job role will be perfect for you.

## **WORK EXPERIENCE**

**Job Title – Dates of Employment** (Month-Year to Month - Year)

Company Name -

Location -

You should include the dates of your employment as this will help the interviewer establish a realistic timeframe of your previous working history, and make sure you include all of your previous job roles.

Responsibilities:

- Explain your job role and the specific responsibilities you were given.
- Make sure you are clear when describing what you actually did within that role rather than explaining how enthusiastic you were whilst performing that role.
- Don't be shy about going into some detail about your skill set as these details could potentially mean the difference between you and the next candidate.
- If the role you previously were in is completely different to the one you are applying for, it may be best to simplify your skill set and find some similarities between the two, and write those down.

**Job Title – Dates of Employment** (Month-Year to Month - Year)

Company Name -

Location -

When explaining about your older job roles, it will not be so necessary to go into a lot of detail, unless of course the job role that you are applying for has some similarities or is the same.

Responsibilities:

## **EDUCATION**

It is still important to note down your education history but it's not the most important thing on your CV so don't worry about remembering every little detail.

However, if you are applying for your first job after leaving part time or full-time education, it may be worth going into more detail about rolls you had at school (head boy/girl, captain of a team, after school activities with team building) which could just be what the interviewer is looking for in a future employee.

**Degree type (if any), Subject Name –** (Month-Year to Month - Year)

University name

- The same will apply here in the same way as we've mentioned above regarding your school years. So again, it will be worth mentioning details of achievements and accolades, as well as mentioning anything that would demonstrate social skill. Employers want to know that you can within a team as well potentially leading one.

**A-Levels, – (Month-Year to Month - Year)**

College Name -  
Location -

Subject: Grade  
Subject: Grade  
Subject: Grade

**GCSE's, - (Month-Year to Month - Year)**

School Name -  
Location -

Subject: Grade  
Subject: Grade  
Subject: Grade  
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Subject: Grade

**PERSONAL INTERESTS**

This is an opportunity for you to mention about your interests in life that could be relevant to your potential job role. Passion and grit is a good thing to have in life let alone in a job role, so focus on the things that make you tick and explain why, as the interviewer will most likely see that as a positive thing.

**REFERENCES**

References are available on request.  
Make sure that you can provide these references before you commit to saying that you can.

[Key Facts to remember](#)

- Always make sure that your CV represents you for who you are.
- Don't go off on a strange journey into your background and history, as this can be seen as boring and irrelevant.
- Use language that is easy to understand and is easy to follow.
- Remember that you may not always be the most qualified, but coming across in the right can make all the difference.

Good Luck.