**Example of Curriculum Vitae**

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Professional profile

Add a punchy one or two-line sentence that gives an overview of your skill set and will appeal to employers / anyone looking at your CV

Try to expand upon the above with a more detailed summary of what you do – include industry experience, skills, IT knowledge, qualifications etc. and try to show how your work benefits your employers. 3-5 lines will be about right for this section.

Example below:

I am a dedicated, hardworking and proactive individual with a keen interest in progressing within engineering. I have completed two weeks’ work experience within an engineering organisation and keen to develop further by progressing into an apprenticeship in engineering. I possess excellent communication and IT skills and have achieved 9 GCSEs at grade 6 in all subjects.

Career summary

**If you are a school leaver or do not have any work experience, try and explain your reason for having no work experience. For example if you have been in full time education explain you have been focussing on your education. Completing a paper round or a baby sitting job is classed as work experience, so if you have done anything like this, please add this into your career summary.**

**Month / Year – Month / Year Company Name, Location**

**Job Title**

*Outline*

Give an overview of the role to show how you fit into the organisation and what the overall goal of your role is. 1-3 lines should be enough.

*Key responsibilities*

* Detail your responsibilities and showcase as much of your skills and knowledge as possible
* Use professional language and show how your duties impact the business where possible
* Give lots of detail in recent roles and less in old roles as you go down the CV

*Key achievements/projects*

* If possible, try to add some impressive achievements you’ve made that have had a big impact on the employer or a customer/client
* Use numbers to quantify these achievements if you can (e.g. sold 100 units in 1 month)

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**Month / Year – Month / Year Company Name, Location**

**Job Title**

*Outline*

As you progress down the CV to old roles, it’s best to summarise the roles in 1-3 lines.

Education & qualifications

* **Qualification, grade –** School – Year
* **Qualification, grade –** School – Year
* **Qualification, grade –** School – Year

References available on request