Full Name

Location: \_\_\_ | Tel: \_\_\_ | Email: \_\_\_\_

# Profile

CV Example developed from Business English Quick (www.businessenglishquick.com). Delete out the text as required and add your own to make your own CV! Add a paragraph about you that needs to include your main skills and experience. A recruiter should read this and know why you would be a good fit for the job.

# Skills and Languages

|  |  |
| --- | --- |
| * Add a list
* Of your top skills
 | * If appropriate you can
* Also add languages
 |

# Experience

## Job Title | Company Name | Year From/To

* Add a few examples of the key successes and responsibilities from this role.
* If you are early in your career you could swap the education and experience sections around (i.e. show your education first).
* Using an “-ing” verb can draw attention to specific skills (e.g. “leading”, “managing”, “improving”.

## Job Title | Company Name | Year From/To

* You can add as many job details as you think are needed. I recommend trying to keep the whole CV to less than 2 pages if possible.

# Education

## University, Location | Degree type and title | Grade

* If appropriate, you can add a few details about the course you did and any key achievements (note that the less career experience you have the more important you education experience is).

## Other Education

|  |  |
| --- | --- |
| * Add a list
* Of other educational courses
 | * You have completed
 |

# Further Interests

* Include some further interests or activities. This could become an additional, informal talking point with a potential interviewer.