Name
Address
Email/Mob/Linkedin

Personal Statement/Professional profile

Think of your personal statement as a mission statement, which sums up to the prospective employer, why you are right for the job. Start strong with a catchy opening statement. Keep your personal statement brief (no more than 200 words) and avoid buzzwords/phrases such as: dynamic, team player and 'CV legend' (a real example). Use keywords that employers or recruiters may be searching for. Write in full sentences either using the first (I) or third person. While time-consuming, we recommend tailoring your personal statement to the specific job you are applying for.

Skills/Expertise

- Ensure it includes the essential and desirable qualities the job advert states that you meet, include keywords recruiters are looking for.
- Formatting note: make a list as one column first, then split into 2 or 3.

• Transferable	• Job related	• Adaptive

Qualifications

Degree (grade)   University   Date
- Modules included …
- Any key achievements
- Skills developed (using STARS/PARS)

A levels   College/School   Date
- List of A levels and grades (additional info only if needed)

GCSEs   College/School   Date
- List x number of GCSEs, ranging from A-C grades including maths, English, ICT and x (relevant to job application)

Other qualifications/training – only if relevant (most recent first). You can merge this into section above, simply rename section Education/training

Title   Education Establishment   Date
- Content if relevant

Title   Education Establishment   Date
- Content if relevant

Employer related history (most recent first)

Job Title   Employer   Date range
- Duties – use business language
- **Impact**: written bullet points, using PARS/STARS model
- **Skills**: does this reflect the skills summary?

Name
Address
Email/Mob/Linkedin

Job Title   Employer   Date range
- As above

Job Title   Employer   Date range
- As above

Other achievements and interests <mark>– only if relevant</mark>

Either as bullet points or as a paragraph
- Remember to apply the employment STARS/PARS model where appropriate e.g. for sporting achievements (Details, **Impact**:, **Skills**: does this reflect the skills summary?)

Additional information <mark>– only if relevant (you can merge other achievements into this section)</mark>

- E.g. Full clean driving license
- E.g. Fluent Italian (speaking, reading and writing)

References

Can be supplied upon request